TaxWise

For Tax Year 2010

User Guide

T A X W I S E

User Guide

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Chapter 1

What's New in TaxWise 2010?

Innovation in business is necessary to maintain the competitive edge; the new changes in TaxWise, listed in this section, are designed to help you improve the speed and accuracy with which you deliver your final product to the customer, thereby increasing the vitality and relevance of your practice.

New Forms for Tax Year 2010

The **1040** package includes Form 5884-B, *New Hire Retention Credit* and Form 8941, *Credit for Small Employer Health Insurance Premiums*.

The **1120** package includes Form 1120 Schedule UTP, *Uncertain Tax Position Statement*, Form 5884-B, *New Hire Retention Credit,* Form 8838*, Consent To Extend the Time to Assess Tax Under Section 387 -- Gain Recognition Agreement* and Form 8941, *Credit for Small Employer Health Insurance Premiums.*

The **1120S** package includes Form 926, *Return by a U.S. Transferor of Property to a Foreign Corporation*, Form 5884-B, *New Hire Retention Credit,* Form 8838*, Consent To Extend the Time to Assess Tax Under Section 387 -- Gain Recognition Agreement,* Form 8925*, Report of Employer-Owned Life Insurance Contracts* and Form 8941, *Credit for Small Employer Health Insurance Premiums.*

The **1065** package includes Form 1098-C, *Contributions of Motor Vehicles, Boats, and Airplanes*, Form 5884-B, *New Hire Retention Credit,* Form 8925*, Report of Employer-Owned Life Insurance Contracts*, and Form 8941, *Credit for Small Employer Health Insurance Premiums*.

InterviewUsers Group in Security Manager

The new **InterviewUsers** group has the same rights as a user assigned to the **SuperUser** group. The difference between the two groups involves starting a new return. When a user is assigned to the InterviewUsers group and starts a new return, the **Start Return in Interview Mode** check box is selected and disabled on the **Enter Social Security Number** dialog box. Once the user enters the Social Security number the Tax Interview will open instead of a new return.

Select All button on Select Acks to Print Window

You can now click the **Select All** button on the **Select Acks to Print** window instead of selecting each acknowledgement individually.

Make Extension e-files now available in Return Diagnostics

You now have the ability to make extension e-files from inside an open return. You can run diagnostics and create the extension e-file just like you would a regular e-file.

Ability to resend Check Print Notification records

Banks require that CPN (Check Print Notifications - DP record) be sent to the bank when a check is printed. TaxWise does that automatically after a successful check print session. However, there are times that the EFC may not have received the transmission of the check print notification from TaxWise. With this menu option, you have the ability to transmit check print data at will.

IRS Publication 17 available from TaxWise toolbar

You now have the ability to access IRS Publication 17 from a new button on the TaxWise toolbar. Clicking this button allows you to open IRS Pub 17 from any location within TaxWise.

User Guide available from TaxWise toolbar

You now have the ability to access the most up-to-date version of the User Guide from a new button on the TaxWise toolbar. Clicking this button allows you to open the User Guide from any location within TaxWise.

Ability to launch Non-Tax Products from within TaxWise

If you purchased one of our Non-Tax Products such as the Client Accounting Suite, Document Manager, Scan&Fill or Fixed Asset Manager, TaxWise displays the new **Non-Tax Products** menu option. This menu allows you to select the product you want to open and TaxWise opens it in a separate window.

New Client Letter Variables

We have added new variables for use in the Client Letter. You now have the ability to enter courtesy titles on the Main Information sheet of your 1040 and Puerto Rico returns. With the new Greeting variable in Client Letters, TaxWise will automatically enter the correct greeting on the Client Letter. We also added three new variables relating to tax years. You can use current year, prior year and future year to further customize your letters.

Ability to accept payments through iTransact

You receive client payments quickly and easily when you accept credit card payments through the iTransact service. With an iTransact account, you can offer your clients the option of using a credit card as a method of payment. Paying by credit card is convenient for them and profitable for you! Payments are received without the risk of insufficient funds associated with checks.

Chapter

2

Installing and Configuring TaxWise

TaxWise is a commercial tax preparation software program produced by CCH Small Firm Services.

There are several ways to install TaxWise, including the following:

- Installing TaxWise from the CD
- Installing TaxWise from the Customer Support Site

Installing TaxWise from the CD

To install TaxWise from the CD, use the following steps:

If this is a network installation from a workstation to the server, map a drive from the workstation to a shared drive on the server before proceeding. Contact a local computer technician for assistance in doing this.

1. Insert your TaxWise 2010 CD into your CD drive.
2. If the TaxWise installation program does not start automatically, click the **Start** button on the Windows Taskbar and click **Run**.

   Windows displays the **Run** dialog box.

3. Type D:\Startup in the **Run** dialog box and click **OK**.

This step assumes that your CD drive is mapped to D:\. If this is not the case, simply replace D:\ with the appropriate drive letter.

The following **Installation** screen displays:

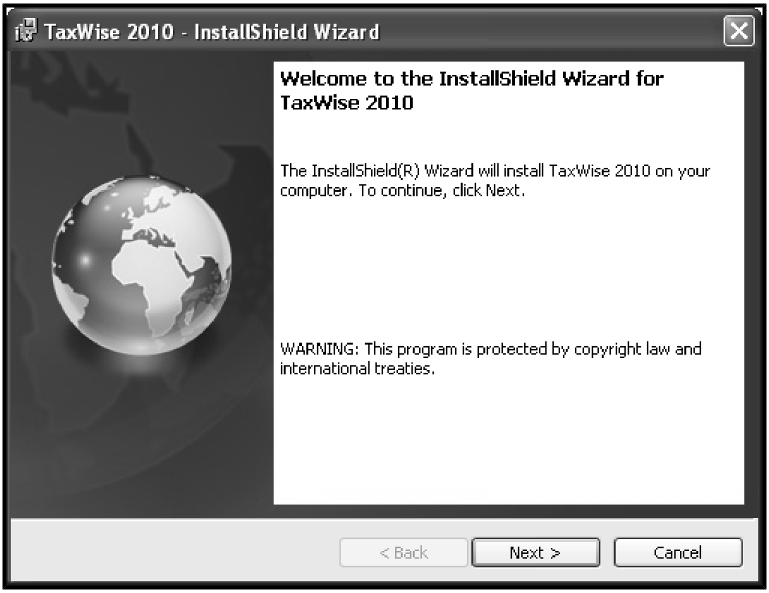
4. Click **Install TaxWise**.

If the operating system is Windows Vista or Windows 7 a **User Account Control** dialog box will display. You have to click **Continue** to give permission for TaxWise to be installed.

Windows displays the **Choose Language Setup** dialog box:

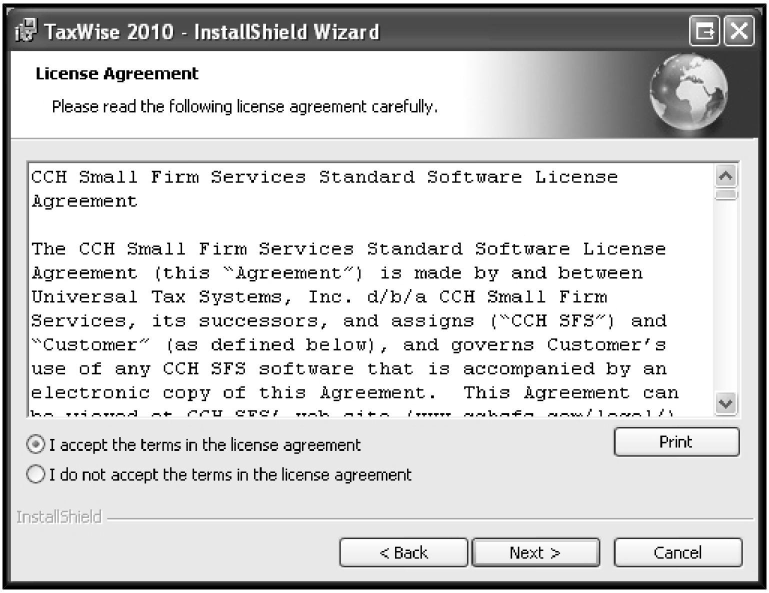
5. Select **English** or **Spanish** from the drop-down list and click **OK**.

The **TaxWise 2010 – InstallShield Wizard** displays:



6. Click **Next** to begin installing TaxWise 2010.

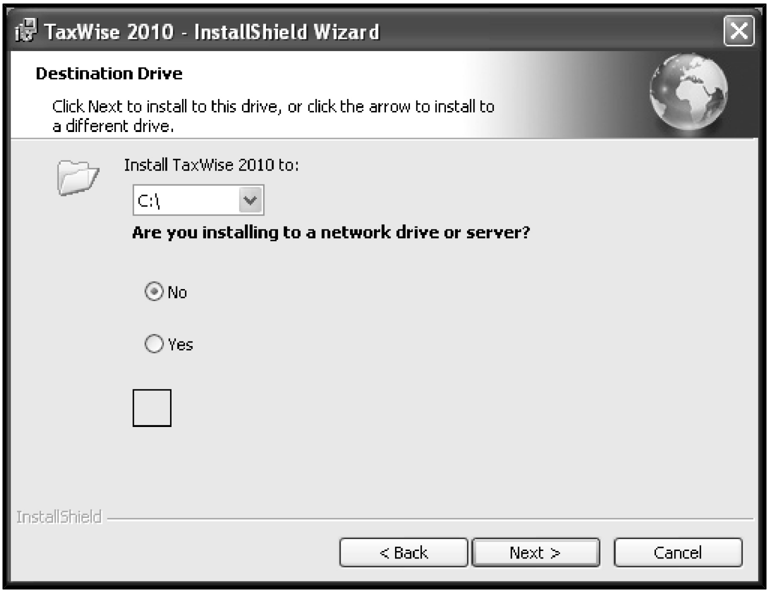
   The Installation Wizard displays the **License Agreement** dialog box:



7. Read the license agreement and click the radio button indicating that you accept the terms of the license agreement.

8. Click **Next** to proceed.

   The Installation Wizard displays the **Destination Drive** dialog box:



9. In the drop-down box, select the drive to which you wish to install TaxWise 2010, then do one of the following:

   - If this is a stand-alone install, simply click **Next**. By default, the **No** radio button is selected for you.
   - If you are installing to a network drive or this is a server installation, select the **Yes** radio button, enter a workstation number for this installation (must be between 100 and 999), then click **Next**.

The Installation Wizard displays the **Ready to Install the Program** dialog box:

10. Confirm the designated drive/path and click **Install** to proceed. If you want to review or change any of your installation settings, click **Back**. Click **Cancel** to exit the InstallShield Wizard and end the install.

The installation program will run, installing TaxWise 2010 to the drive you selected. When the installation is complete, click **Finish**.

If this is the first time installing any year of TaxWise on this computer you will be prompted to restart your computer when the installation is complete. You must restart your computer before running TaxWise. **Please note:** If you attempt to run TaxWise before restarting your computer, you will receive an error message and the program will not run.

Installing TaxWise from the Customer Support Site

To install TaxWise from the Support Site, use the following steps:

1. Login to the Customer Support Site (https://support.taxwise.com).

When logging in for the first time you will need your Client ID and your Registration Code. You will need to enter Admin as the user name and your Registration Code as your password. After clicking Log In, you will be prompted to change the password.

2. Click the **Download** tab on the Customer Support Site.
3. From the **Product Updates** page, click **TaxWise Software** on the left of the page.
4. Click the link under **Current Year Software** to begin the download.

Prior year software is also available for download.

Windows displays a **File Download** dialog box.

5. Click **Save**.

Windows displays the **Save As** dialog box.

6. Navigate to the location to which you want to save the file and click **Save**. We recommend you save the download to your **Desktop**, so the file is easy to find.

The default file name will be setup.exe.

Windows displays a **Download complete** dialog box.

7. Click **Close**.
8. Navigate to your Desktop or other location where you saved the downloaded file.
9. Double-click the setup.exe file.

   The **Open File - Security Warning** dialog box is displayed.

10. Click **Run**.

If the operating system is Windows Vista or Windows 7 a **User Account Control** dialog box will display. You have to click **Continue** to give permission for TaxWise to be installed.

The **Choose Language Setup** dialog box displays.

11. Select **English** or **Spanish** from the drop-down list and click **OK**.

    The **TaxWise 2010 - Install Wizard** displays.

12. Click **Next** to begin installing TaxWise 2010.

    The Installation Wizard displays the **License Agreement** dialog box.

13. Read the license agreement and click the radio button indicating that you accept the terms of the license agreement.
14. Click **Next** to proceed.

    The Installation Wizard displays the **Destination Drive** dialog box.

15. In the drop-down box, select the drive to which you wish to install TaxWise 2010, then do one of the following:
    - If this is a stand-alone install, simply click **Next**. By default, the **No** radio button is selected for you.
    - If you are installing to a network drive or this is a server installation, select the **Yes** radio button, enter a workstation number for this installation (must be between 100 and 999), then click **Next**.

    The Installation Wizard displays the **Ready to Install the Program** dialog box.

16. Confirm the designated drive/path and click **Install** to proceed. If you want to review or change any of your installation settings, click **Back**. Click **Cancel** to

exit the InstallShield Wizard and end the install.

The installation program will run, installing TaxWise 2010 to the drive you selected. When the installation is complete, click **Finish**.

If this is the first time installing any year of TaxWise on this computer you will be prompted to restart your computer when the installation is complete. You must restart your computer before running TaxWise. **Please note:** If you attempt to run TaxWise before restarting your computer, you will receive an error message and the program will not run.

Configuring a Network Installation

A workstation is a physical computer that is connected to a network. If you are installing TaxWise on a network, you must configure workstations first. This puts the TaxWise icons and fonts on each workstation, configures certain settings and informs TaxWise that you are running on a network.

To configure a workstation to run TaxWise, the program must already be installed to the server or another workstation acting as a server. The drive where you have installed TaxWise must also be shared out with full control permission. Finally, you must map to the drive to which you have installed TaxWise.

Do not map to the TaxWise folder; instead, map it to the root of the drive. For Assistance, contact a local computer technician.

To configure a workstation to run TaxWise, use the following steps:

1. Double-click the **My Computer** icon on the desktop.

   Windows displays the **My Computer** window.

2. Double-click the network drive to which you installed TaxWise.
3. Windows displays the network drive.
4. Double-click the **UTS10** folder.

If you do not see the **UTS10** folder on the network drive, your mapping may be incorrect. Contact a local computer technician for help on mapping a network drive.

5. Double-click the **TWTech** folder.
6. Double-click the **setup.exe** icon.

If the operating system is Windows Vista or Windows 7 a **User Account Control** dialog box will display. You have to click **Continue** to give permission for TaxWise to be installed.

InstallShield completes the workstation setup and displays the TaxWise Workstation Setup dialog box.

7. Click **Next**.
8. Click the radio button indicating that you accept the terms of the license agreement, then click **Next**.
9. Enter the desired workstation number (this number must be between 100 and 999), then click **Next**.
10. Confirm the drive/path and click **Install**.
11. TaxWise places the TaxWise Icon on your desktop.
12. Double-click the icon to launch TaxWise.

Carry Forward Setup Information from Prior Year

If you have last year's TaxWise program installed on your computer, you will be given the option to carry forward the following information from the previous year the first time you start TaxWise:

- Setup Information
- Client Letters
- Users and Groups
- User-Specific Settings

You will only see the prompt to carry forward user-specific settings if you DO NOT carry forward users and groups from last year. This gives you the option to carry forward color settings for default users (Admin, Guest, and Training).

- EIN Database

You only have the option of carrying forward your setup information and client letters the first time you start TaxWise; however, if you choose not to carry forward your EIN database or your users and groups, you can do so later.

Configuring TaxWise Setup Options

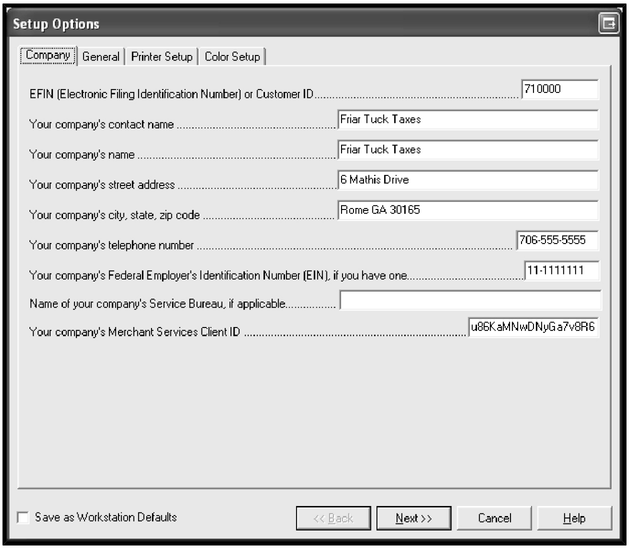
If you carried forward your setup files from last year, much of the information in **Setup Options** is already complete. View the information on each tab to ensure that all information is correct.

The first time you start TaxWise, you must complete the **Setup Options** dialog box with information about your office and your system, such as network, printers and more.

TaxWise uses the information in **Setup Options** in many ways; therefore, it is critical that you enter this information accurately. If you are not sure the information is correct, you should revisit **Setup Options** to verify and correct the information.

Entering Company Information

By default, TaxWise displays the **Company** tab of the **Setup Options** dialog box:



The **Company** tab allows you to define basic information about your office, such as your name, address, contact information, Merchant Services Client ID, and EFIN.

To complete the **Company** tab, use the following steps:

1. Enter your EFIN in the **EFIN (Electronic Filing Identification Number) or Customer ID** box and press the **Tab** key. An EFIN is assigned to you by the IRS. If you do not have an EFIN, enter the Customer ID number assigned to you by SFS.

Enter only your Main Office EFIN in this box and do not change it during tax season. Changing the EFIN will corrupt your database. If you plan to transmit returns for multiple EFINs from one location, please see the topic **Registering TaxWise to Transmit for Multiple Locations** later in this user guide.

2. Enter the name of the primary contact person at your office in the **Your company's contact name** box and press the **Tab** key.
3. Enter the name of your company in the **Your company's name** box and press the **Tab** key.
4. Enter your street address in the **Your company's street address** box and press the **Tab** key.
5. Enter your city, state, and ZIP Code in the **Your company's city, sate, ZIP Code** box and press the **Tab** key.

Do not use any punctuation when you enter your city, state, and ZIP Code information.

6. Enter your area code and phone number in the **Your company's telephone number** box and press the **Tab** key.

Do not use any hyphens or parentheses when you enter your phone number. TaxWise enters hyphens for you.

7. If you have an EIN, enter your EIN in the **Your Company's Federal Employer Identification Number (EIN)** box and press the **Tab** key. If you do not have an EIN, skip this step.
8. If you are working with a service bureau, enter your service bureau in the **Name of your company's Service Bureau** box and press the **Tab** key.
9. Enter your user id for iTransact in the **Your company's iTransact Client ID** box.
10. If you are using TaxWise on a network, select the **Save as Workstation Defaults** check box to ensure that all of your settings carry over to each workstation on the network.

This option is available on all the **Setup Options** tabs. If you skip this step now, you can click the Save as Workstation Defaults check box at any point in the setup process.

11. Click the **Next** button to proceed to the **General** tab.

The General Tab

TaxWise displays the **General** tab of the **Setup Options** dialog box.

The **General** tab allows you to configure your network options, set your current Declaration Control Number, and determine your client invoicing settings. There are also options to enable history list functions.

To complete the **General** tab, use the following steps:

1. Do one of the following:
   - If your computer is not attached to any other computer, select **No Network**.
   - If you are using TaxWise over a network of any kind, select **Network**.
2. Enter the current DCN on the **Current Declaration Control Number (DCN)** box by doing one of the following:
   - This number defaults to 1. Use the default if you use TaxWise on multiple workstations on a network, you only use TaxWise on one stand-alone computer, or you do not e-file any returns.
   - If you are using multiple non-networked computers, you must pre-set the DCN on each computer prior to tax season by estimating the number of returns you will prepare on each machine and entering the current DCNs far enough apart to prevent duplication. The number you pre-set in this section cannot exceed five digits. The IRS will reject duplicate DCNs.

For example, if you have two non-networked computers in your office and a laptop that you use in client's homes and you estimate that you will complete no more than 1000 returns on each machine, logical settings for your DCNs might be as follows:

- Computer 1 – enter 1000
- Computer 2 – enter 2000
- Computer 3 – enter 3000

If the computers are not networked, you must designate one computer as the transmitting computer, send all your returns, and get all your acknowledgements on that computer.

The Declaration Control Number (DCN) is the number containing your EFIN that uniquely identifies each tax return. TaxWise assigns the DCN to a tax return the first time you create the e-file. Assigning the DCN at this point is advantageous, as the DCN prints on Form 8453/8879 if you create the e-file before you print the return. In addition, the DCN does not change, regardless of how many times you edit and create a new e-file for the return.

The number in the **Current Declaration Control Number (DCN)** box on the General tab increases by one number every time you create a tax return e-file for a new Social Security number.

3. Determine your client invoice numbering process by doing one of the following:

   - If you want to enter invoice numbers on each price sheet manually, or if you want to leave the invoice number blank, select **Do NOT auto number**.

   If you select this option, you must load the Price Sheet in **Tax Form Defaults**. See **Using Administrator Features** for more information.

   - If you want to auto number only the invoices from the current computer, select **Auto number each invoice ONLY on my LOCAL COMPUTER** and enter the first invoice number you want to use in the **Start my local invoice number with** box.

   If you select this option, you should prevent duplicate invoice numbers by entering a different starting number on each computer, similar to the way you entered DCNs on each computer.

   - If you want to auto number all of your invoices on all machines, select **Auto number ALL invoices, making each UNIQUE across the entire network**.

   If you select this option, TaxWise automatically begins your invoice number sequences with 1.

Select any or all of the following **Miscellaneous** options:

Option	Description
Enable Auto-Complete for entries with history lists	Allows you to type the first character or first few characters of an entry and TaxWise auto-completes the entry for you.
Display User-Defined and Auto-Populated history lists	By default, this option is the only one selected. This option does not affect your ability to see and use pre-defined history lists, such as **Relationship to You** for dependents. This box must be checked for user-defined history list to work.
Automatically display history lists	Causes the history list to open automatically when you are on the entry. Not checking this box causes users to press space bar or click drop-down to get lists.
Prompt before closing TaxWise	By default, this check box is selected and causes TaxWise to display a confirmation box when you click the X in the upper right hand corner of the program or use any other Windows method of closing the program. Selecting **Yes** will close TaxWise normally. Selecting **No** will close the confirmation box and return you to TaxWise. The confirmation box allows you to select **Do Not Show** so that the box will not be shown when you close the program. If you select this checkbox, the **Prompt before closing TaxWise** check box in **Setup Options** will be cleared.

4. Click the **Next** button to proceed to the **Printer Setup** tab.

The Printer Setup Tab

TaxWise displays the **Printer Setup** tab of the **Setup Options** dialog box.

The **Printer Setup** tab determines the print behavior of many TaxWise functions.

However, there are some print behaviors not controlled by the **Printer Setup** tab include the following:

- The E-file Submission Report always prints to screen first. You must print a paper copy by clicking the print icon at the top of the **Print Preview** screen.
- Reports print to screen unless you change the destination on the **Report Criteria** window.

To complete the **Printer Setup** tab, use the following steps:

1. To select a default printing method, do one of the following:
   - If you use an inkjet printer, or if you have no problems with Windows printing, select **Windows: Standard for the most common printers**. This is the default setting.
   - If you have experienced problems with Windows printing select **PCL: Use this method if you are experiencing printer problems**.

2. Select a default printer for each of the printing options by selecting a printer from each respective drop-down list.

This list of printers is generated from the list of printers Windows recognizes as being attached to your system.

By default, TaxWise displays your Windows default printer in each drop-down list. If you need to select a different printer, or if you want to select different printers for each item, select those from their respective drop-down lists.

3. Select from the following additional printing options:

Option	Description
Print blank page after EACH tax return or report?	Selecting this option inserts a blank sheet between returns or reports when you print more than one.
Print tax returns in ALL CAPITAL LETTERS?	Some states require that form data be typed in all capital letters. This option automatically prints your typed data in all capitals, regardless of how you entered it.
If you have more than one, print each EFIN on separate report pages?	By default, returns are grouped by EFIN in management reports. Selecting this option inserts a page break between EFINs.
Print EACH rejected SSN on a separate page?	Selecting this option prints reject messages for each return on a separate page when you print IRS acknowledgements that involve rejected returns.
Automatically print form 9325 as each IRS tax return is acknowledged?	Selecting this option prints Form 9325 for each accepted return at the time you process the acknowledgement.
Automatically print acknowledgements?	If you select this option, acknowledgements will auto-print at the conclusion of auto-processing. If this option is not selected, TaxWise will not auto-print acknowledgement reports. The acknowledgement files will still auto-process and database and return status will be updated accordingly.

4. Click the **Next** button to proceed to the **Color Setup** tab.

The Color Setup Tab

TaxWise displays the **Color Setup** tab of the **Setup Options** dialog box.

The **Color Setup** tab allows you to change the on-screen colors of tax forms and entries in TaxWise. The only setting that you can modify is **My Custom Colors**.

Color settings are workstation-specific. They only affect the workstation at which you have made changes, even if you are using TaxWise on a network. All users at a particular workstation will see the same color setting.

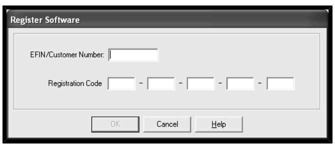
To complete the Color Setup tab, use the following steps:

1. Select one of the following:
    - **Default**, the TaxWise view that includes color-coding.
    - **Default without Color Coding**, which is the TaxWise view that does not include color coding.
    - **Classic**, which is the TaxWise view you used in 2005 and previous years. We sometimes refer to this as Classic view.
    - **DOS Classic**, which is the TaxWise view you used prior to the release of TaxWise for Windows.
    - **Soothing**, which was formerly called Soothing Gray and is a softer form of Classic.
    - **My Custom Colors**, which allows you to change the setting to your liking.
2. Click the **Finish** button to save your options.

TaxWise suggests that you change the background on your prior year software to easily distinguish between current and prior year.

Registering TaxWise

Once you have completed **Setup Options**, TaxWise displays the **Register Software** box:



To register TaxWise, use the following steps:

1. Verify your EFIN in the **EFIN/Customer Number** box and press the **Tab** key.
2. Enter your Registration Code in the **Registration Code** box.

Your Registration Code can be found on your Fulfillment Confirmation Slip.

3. Click **OK**.

TaxWise displays the login page.

Registering to Transmit for Multiple Locations

To register TaxWise to transmit for multiple EFINs, use the following steps:

1. Register your software with your EFIN and Registration Code for the transmitting office.

2. Click the **Tools** menu on the TaxWise home page.
3. Click **Utilities/Setup Options**.

   TaxWise displays the **Utility** application.

4. On the **Utility**, click the **Setup** menu and select **Register Software**.

   TaxWise displays the **Register Software** box.

5. Enter the EFIN for the next site in the **EFIN/Customer Number** box and press the **Tab** key.
6. Enter the Transmit Code (also called the XMIT Code) in the **Registration Code** box and press the **Enter** key.

You can get the XMIT code by calling TaxWise Customer Support.

An EFIN's Transmit Code is not the same as the EFIN's Registration Code.

7. Repeat these steps for each EFIN for which you will transmit returns.

DO NOT change the EFIN on the **Company** tab in **Setup Options** during tax season! Do not attempt to transmit returns for another EFIN by changing the EFIN in **Setup Options**. This will corrupt your TaxWise database.

Chapter

3

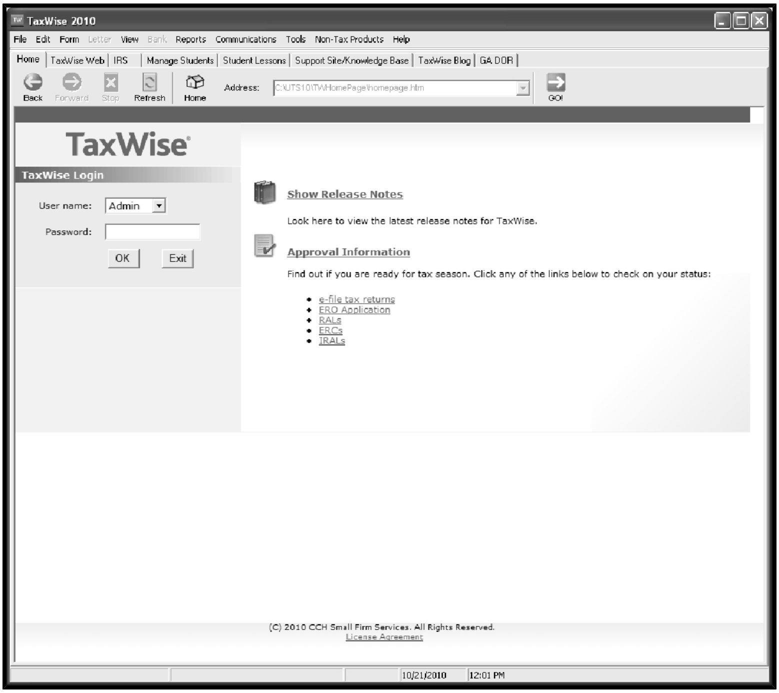
Getting Started

After you have completed the setup portion of your installation, you can log in to TaxWise and begin maneuvering through out the program.

Starting TaxWise

If you are not at the **Login** page, double-click the **TaxWise** icon on your desktop:

TaxWise displays the **Login** page:



To take full advantage of all the features on this page, you must have an active Internet connection.

The following table describes the tabs on the **Login** page:

Tab	Description
Home	The **Home** tab takes you to the login page. If you are already signed in, it automatically takes you to the home page where you can access all your user and administrative features, including creating and accessing returns, printing checks, sending mail, etc.
TaxWise Web	Opens http://www.taxwise.com the CCH SFS Web site. Stay updated on the latest in TaxWise tax and accounting packages, training and CPE credits, and other professional resources TaxWise offers.
IRS	Opens http://www.irs.gov, the official Web site of the Internal Revenue Service.
Manage Students	Allows the administrator to manage students in TaxWise University.
Student Lessons	Launches TaxWise University and shows available student lessons.

Tab	Description
Support Site/Knowledge Base	Opens support.taxwise.com, the TaxWise Customer Support Web site. You should visit this site often for news from CCH SFS and the IRS, to download state software and program updates and federal updates, and to search the Customer Support Knowledge Base for answers to questions you may have.

In addition to the tabs, you can also use the **Browser** toolbar to navigate the Web sites:

The following table describes the buttons on the **Browser** toolbar:

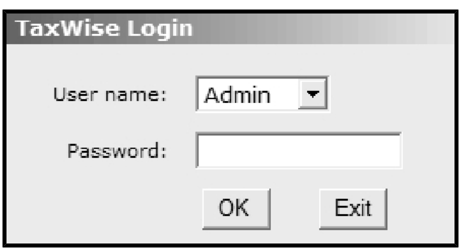
Button	Description
Back	Displays the last page you visited.
Forward	Displays the next page in the sequence.
Stop	Stops loading the current page.
Refresh	Reloads the current page in order to display any changes made to it since it first loaded.
Home	Reopens the start page for the active tab.

The following table describes additional features on the login page:

Option	Description
Show Release Notes link	Opens to the release notes sent with the initial release of TaxWise.
Approval Information link	Takes you to the Customer Support Web site for updated information on your status for e-filing.

The Approval Information link will only work if you are logged in to the Customer Support Web site.

The final feature of the login page is the **TaxWise Login** box:



Logging in to TaxWise

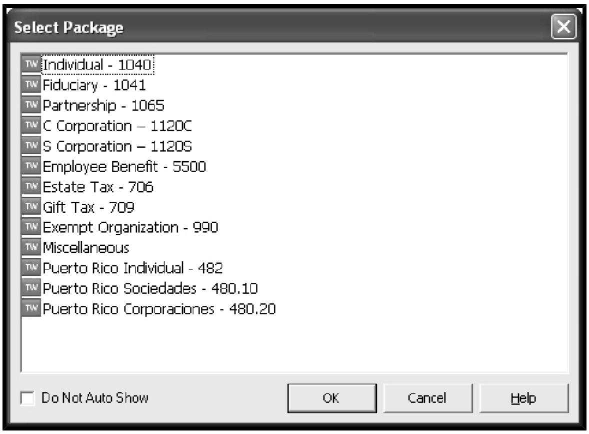
After you start TaxWise, you must log in by selecting a user name from the **User name** drop-down list. By default, there are three user names in TaxWise:

- **Admin:** has rights to all menu commands in TaxWise and the Utility, including Security Manager, however, cannot **Start a New Return**.
- **Guest:** has rights to all menu commands in TaxWise and the Utility except **Security Manager** and **Edit History List**.
- **Training:** allows you to prepare practice returns and connect to the Training Electronic Filing Center.

To log in to TaxWise, use the following steps:

1. Select a user name from the **User name** drop-down list, and click **OK**.

   TaxWise displays the **Select Package** window:



2. Double-click the tax package you want to open or highlight the package and click **OK**.

If you use TaxWise to prepare mostly one type of return, choose the package by clicking it once, select the **Do Not Auto Show** check box, and click **OK**. The next time TaxWise opens, it will proceed to the TaxWise home page.

Each package contains all the forms necessary to prepare that particular type of return. The Miscellaneous package contains a variety of tax forms that may be used on occasion, but they do not belong to any one specific package.

If you do not want TaxWise to display the **Return List** dialog box each time you log in to TaxWise or each time you change users, select the **Do Not Auto Show** check box.

Return List Sort Options

To change the return list sort options, use the following steps:

1. Press the **Open an Existing Return** link on the homepage or press **Ctrl+O**.
2. From the **Return List** window, press the **Options** button.
3. TaxWise displays the **Return List Sort Options** window.

Filter Options

The **Filter Options** are only available to the Admin user.

The Admin user has the ability to open and edit returns for all users. The **Filter Options** section of this window allows you to filter by the following:

- User Name
- Package Type
- EFIN
- Show All returns

As you select a filter option, another field will become available to filter the **Return List** further.

Sort Options

You have the ability to change the way the columns in the **Return List** are sorted. You can sort the columns by the following:

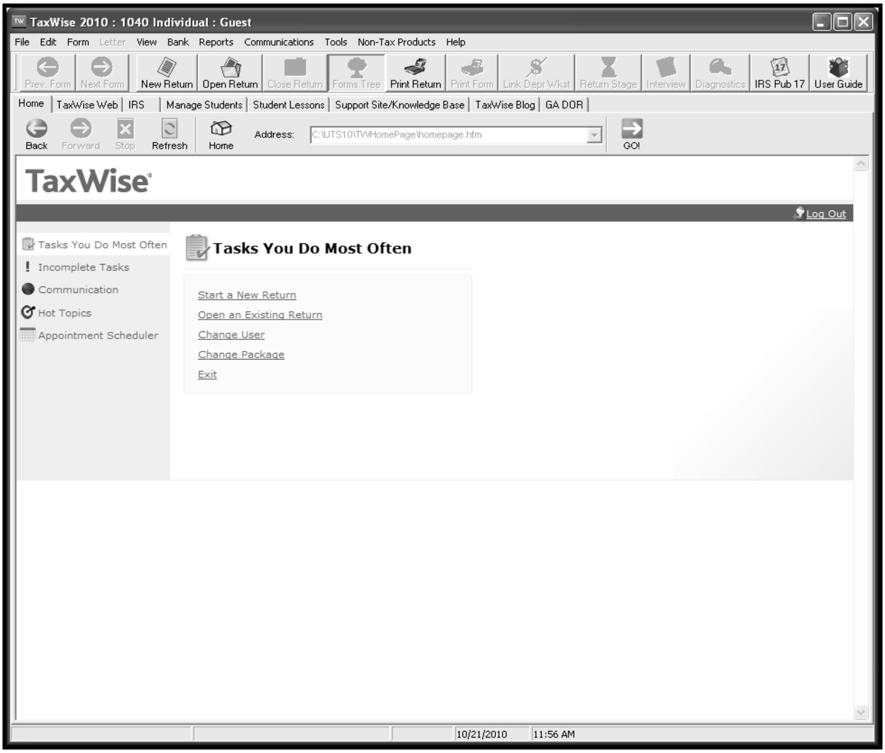
- SSN/TIN
- Taxpayer Name
- Spouse Name
- Package
- Edited
- Telephone No.
- Email Address
- User Name
- File Name
- EFIN
- Return Status
- Return Stage

Alternating Row Color Options

You have the ability to change the highlight color of the alternating rows of returns in the **Return List**. Click the drop-down arrow to select the color you wish to use.

Introducing the TaxWise Home Page

The following illustration depicts the TaxWise home page:



The home page is your home base in TaxWise. It allows the user quick access to frequently performed tasks.

All tasks are also available from the menus on the Menu bar, which will be discussed in more detail later in this chapter. In many cases, there are shortcut keys, such as pressing the **Ctrl+N** keys simultaneously to start a new return. You can find a complete list of shortcuts in **Help**.

The TaxWise toolbar contains buttons for several of the most common tasks in TaxWise:

The following table describes the buttons on the TaxWise toolbar:

Button	Description
Prev. Form	Displays the previous form in the return.
Next Form	Displays the next form in the return.
New Return	Starts a new return in the current user name and package.

Button	Description
Open Return	Opens a return that was previously saved in the current user name and package.
Close Return	Closes the open return, saving all changes, and takes the user back to the TaxWise home page.
Forms Tree	Closes or opens the Tree of forms in the current return. This Tree is on the left side of the TaxWise window. This is selected by default to be on.
Print Return	Allows you to print a single return if you have a return open, or allows you to print multiple returns from the home page.
Print Form	Allows you to print a single copy of the current form
Link Depr Wkst	Links you directly to a depreciation worksheet, provided you have an appropriate parent form active.
Return Stage	Allows you to define the stage of a return, such as Ready to Review, Missing W2, missing Spouse's Signature, Ready to Transmit, etc.
Interview	While inside a tax return, this button allows you to switch to the Tax Interview for the client you have open.
Diagnostics	Runs Diagnostics for the open return.
IRS Pub 17	Opens the IRS Publication 17, *Your Federal Income Tax* in a separate window for use when preparing returns.
User Guide	Opens the most up-to-date TaxWise User Guide.

The availability of certain buttons on the toolbar depends on what you have open.

The Internet tabs to TaxWise Web (www.taxwise.com), IRS (www.irs.gov), and Support Site/Knowledge Base (support.taxwise.com) are also available from the home page. To go to any of these locations, simply click the appropriate tab. You can use the **Browser** toolbar to navigate any of the Web sites.

Remember that you must have an active Internet connection for the tabs to work.

Tasks You Do Most Often

On the left side of the TaxWise home page is a list of your most commonly used tasks.

The following table describes the tasks included in the **Tasks You Do Most Often** list:

Task	Description
Start a New Return	Allows you to start a new return in the active tax package. If you do not remember which package is active, look at the Title Bar at the top of the home page.

Task	Description
Open an Existing Return	Opens a list of all the returns prepared by the active user name. As with the package, TaxWise displays the active returns for all tax packages. When you select a return from a package that is different from the active package, TaxWise Automatically switches to the appropriate package.
Change User	Allows you to log in as a different user. When you click this link, TaxWise displays the **Change User** dialog box. Select the desired user name from the **User name** drop-down list, enter the password for that user, and click **OK**.
Change Package	Opens the **Select Package** window, from which you can select a different task package to open. When you start a new return, the return opens in the active package. For example, 1040, 1065, 1120. etc.
Exit	Closes TaxWise. It is not necessary to log out prior to closing TaxWise. A confirmation box will appear and you must confirm that you wish to close TaxWise by selecting **Yes**. Selecting **No** will close the confirmation box and return you to TaxWise.

The following table describes the tasks included in the **Incomplete Tasks** list:

Task	Description
Checks Not Printed	Begins the check printing process. If there are no checks available to print, TaxWise displays a message that indicates this is the case when the link is selected.
e-files Not Transmitted	Allows you to select returns to sent to the SFS Electronic filing Center (EFC).
Bank Application Corrections Needed	Allows you to correct bank applications about which you have received a message from CCH SFS.
Bank Check Corrections Needed	Allows you to correct bank checks about which you have received a message from TaxWise.

The following table describes the tasks included in the **Communication** list:

Task	Description
Send Mail to SFS Support	Allows you to create an e-mail message to send to SFS Customer Support.
Send Client to Client Mail	Allows you to create an e-mail message to send to another EFIN (or multiple EFIN's) that communicates with the CCH SFS Electronic Filing Center (EFC).
Get Acks, Mail and Updates	Allows you to download files from the CCH SFS EFC.
Send Federal/State Returns	Allows you to select returns to send to the CCH SFS EFC. This is the same task as e-files Not Transmitted on the Incomplete Tasks list.
File Last Sent On	Displays the date on which you last transmitted e-files or messages.
File Last Received On	Displays the date on which you last received acknowledgments.

The other two items on the menu are:

- **Hot Topics:** opens the Customer Support web page and displays the latest information from CCH SFS. Remember that you must have an active Internet connection for this page to display. You must also have a Client ID and Registration Code for first-time entry. If you delete your cookies in your Internet browser, you will have to enter your username and password again. If you have your Windows Internet Options set to not save passwords, you will have to enter your user name and password each time you log into the Customer Support Web site.
- **Appointment Scheduler:** opens the Appointment Scheduler offered by TaxWise. You must have an active Internet Connection for this page to display.

Creating Tabs

You can add one or more tabs that open web pages of your choosing. You must have an active Internet connection before you begin.

To add a new tab, use the following steps:

1. Click the **Tools** menu, point to **Browser Tabs**, and click **Add New Tab**.

   TaxWise displays the **Add New Tab** dialog box:

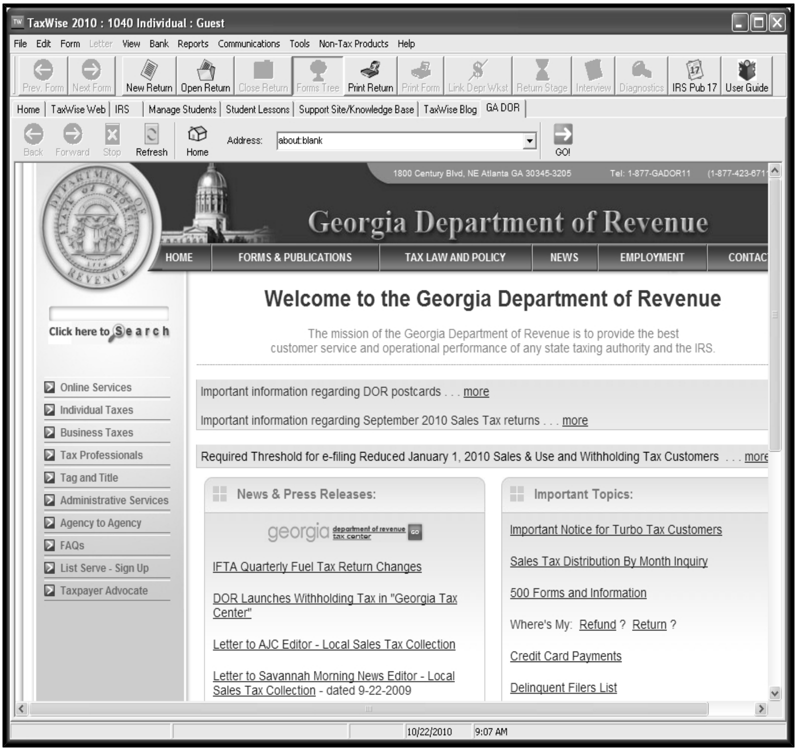
2. Enter the name for the new tab in the **Tab Name** box and press the **Tab** key.

If you add more tabs than TaxWise can display on a single line, TaxWise will shorten the name on the tab. TaxWise recommends you use abbreviations, when possible.

3. Enter the URL in the **Starting URL** box and press **Enter**.

For example, enter the **Tab Name** GA DOR and **Starting URL** *http://www.dor.ga.gov* to create a tab for the Georgia Department of Revenue.

TaxWise displays the new tab to the right of the existing tabs:



Creating a Tab for a Document

To create a tab for a document that you have on your hard drive, use the following steps:

1. Click the **Tools** menu, point to **Browser Tabs** and click **Add New Tab**.

TaxWise displays the **Add New Tab** dialog box.

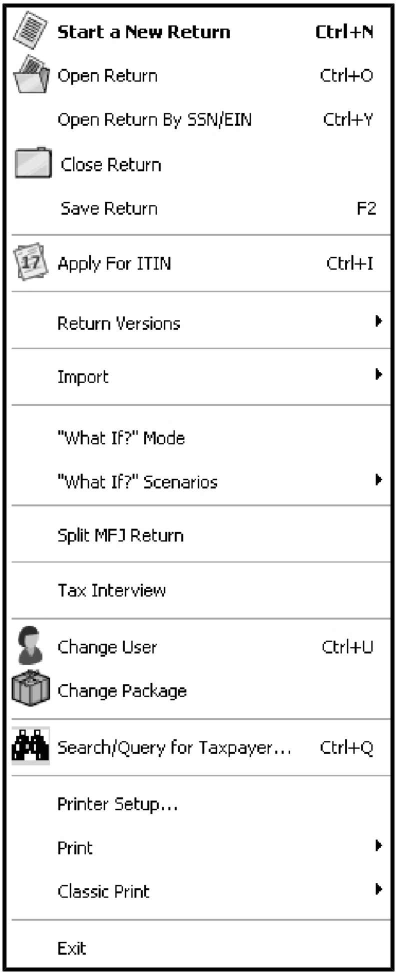
2. Enter the name for the new tab in the **Tab Name** box and press the **Tab** key.
3. Enter the path (for example, C:\P17.pdf) in the **Starting URL** box and press **Enter**.

TaxWise displays the new tab to the right of the existing tabs.

Using the TaxWise Menus

Some options on the menus are unavailable because you can only perform those commands under certain conditions.

The File Menu

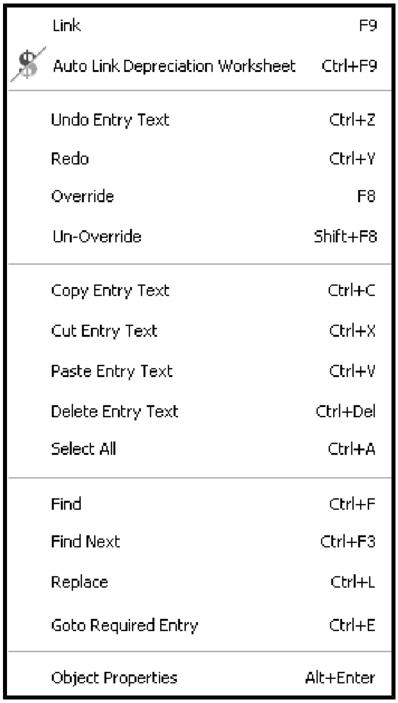


The following table describes each of the commands on the **File** menu:

Command	Description
Start a New Return	Starts a new return in the current user name and package.
Open Return	Opens a previously saved return in the current user name.
Open Return by SSN/EIN	Opens a return based on an entered Social Security number of Taxpayer's Employer Identification Number.
Close Return	Closes the currently open return, saving all changes.
Save Return	Saves the open return but leaves it open for further use.
Apply for ITIN	Allows you to prepare a return without a SSN and apply for an ITIN.
Return Versions	Allows you to open previously saved versions of the return that is currently open.

Command	Description
Import	Import external data from another program such as Fixed Asset Manager, Scan&Fill, or Client Write-Up.
"What If?" Mode	Allows you to put TaxWise in "What If?" mode. With this tool, you can test hypothetical tax scenarios for your clients.
"What If?" Scenarios	Displays a list of scenarios you saved in "What If?" mode.
Split MFS Return	Allows you to split a MFJ return for a client.
Tax Interview	Opens TaxWise Desktop Interview.
Change User	Allows you to change from the current user to another available user.
Change Package	Allows you to change from the current package to another package available to the current user.
Search/Query for Taxpayer	Searches for information about a specific taxpayer's return.
Printer Setup	Opens the printer setup window used when configuring TaxWise.
Print	Opens the **Print** menu allowing you to print the current return, a specific form in the current return, another return, or a blank form.
Classic Print	Opens the **Classic Print** window, which allows printing of a specific number of selected forms for a particular return. Also contains an option to set defaults for Classic Print.
Exit	Exits the TaxWise Program.

The Edit Menu

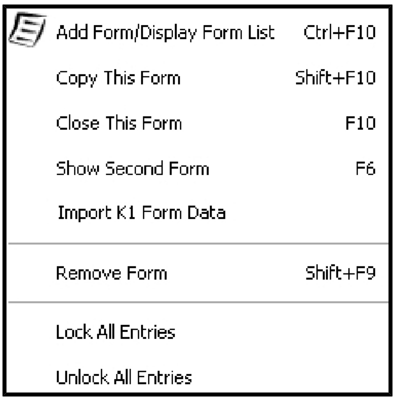


The following table describes each of the commands on the **Edit** menu:

Command	Description
Link	Links the current line on the current form to another form.
Auto Link Depreciation Worksheet	Automatically links you to a depreciation worksheet, if you have an appropriate parent form open or active in the return.
Undo Entry Text	Removes the last entry made in TaxWise.
Redo	Reverses the "Undo Entry Text" menu option.
Override	Overrides the current calculated entry with a manual entry. **Use extreme caution when overriding entries.**
Un-override	Replaces the override with the original calculated entry.
Copy Entry Text	Copy the information from an entry box for future placement elsewhere within TaxWise.
Cut Entry Text	Cuts the information from an entry box for future placement elsewhere within TaxWise. This option removes the information from the current entry box.
Paste Entry Text	Pastes information copied or cut in a previous operation into the current entry box.
Delete Entry Text	Removes the information from the current text entry box.

Command	Description
Select All	Selects all text.
Find	Used in the Client Letter to find certain key words.
Find Next	Used in the Client Letter to find the previously entered key word in find.
Replace	Replaces current key word with a different key word.
Go to Required Entry	Goes to the next blank entry that is required for e-filing on the current form.
Object Properties	Assigns certain properties to images in the Client Letter.

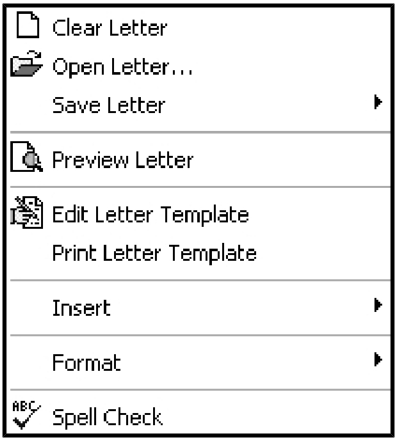
The Form Menu



The following table describes each of the commands on the **Form** menu:

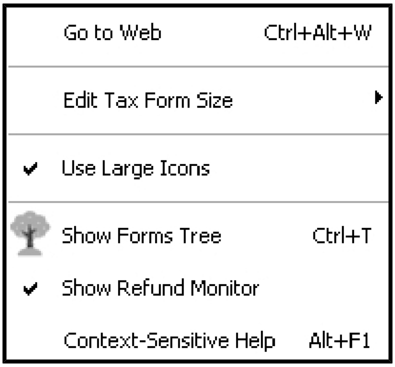
Command	Description
Add Form/Display Form List	Opens the **Add Form** list so an additional form can be added to the current return.
Copy This Form	Adds an additional form, up to the maximum number of copies, for the current form. In some cases, the menu item may change to reflect the name of the form you can copy (for example, K1 P/S).
Close This Form	Closes the current form and displays the **Find a Form** list.
Show Second Form	Opens a split window so that you can view two forms from the current return simultaneously.
Import K1 Form Data	Allows you to update a K1 in an individual return that you have changed in a 1041, 1065, or 1120S return.
Remove Form	Removes the current form from the open return.
Lock All Entries	Allows the Admin user to lock all entries on a form in **Tax Form Defaults**.
Unlock All Entries	Allows the Admin user to unlock all entries on a form in **Tax Form Defaults**.

The Letter Menu



Please refer to the Client Letter chapter for more information.

The View Menu

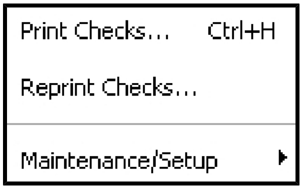


The following table descries each of the commands on the **View** menu:

Command	Description
Go to Web	Opens the TaxWise web page at www.taxwise.com.
Edit Tax Form Size	Changes the size of the font in the workspace.
Use Large Icons	Allows you to use small or large icons on the toolbar.
Show Forms Tree	Closes or opens the **Tree** of forms in the current return. This **Tree** is on the left side of the TaxWise window.
Show Refund Monitor	Closes or opens the **Refund Monitor** above the Tree of forms in the current return.

Command	Description
Context-Sensitive Help	Closes or opens the context-sensitive help pane at the bottom of the current return.

The Bank Menu



The following table describes each of the commands on the **Bank** menu:

Command	Description
Print Checks	Prints checks for the first time after receipt from the bank.
Reprint Checks	Reprints a damaged check.
Maintenance/Setup	Allows you to correct or update a RAL application after the application has been submitted. Sets up the printer for use in printing checks.

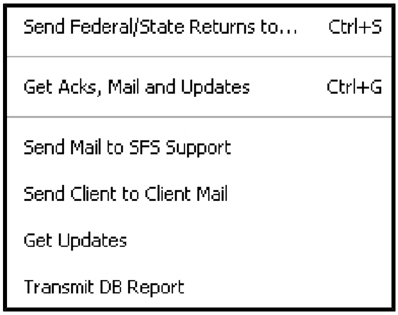
The Reports Menu

The following table describes each of the commands on the **Reports** menu:

Command	Description
Acknowledgements	Displays a list of acknowledgements and e-mail received from the IRS, states, CCH SFS, and other EFINs.
Reports List	Allows you to create a number of reports predefined within TaxWise. These reports can be displayed in TaxWise, exported for display in other programs, or printed.
Mailing Labels	Prints mailing labels for a selected range of clients.
Non-Returning Clients	Creates a log or set of labels for all clients for which you completed tax returns last year but not started a return for this year.

Command	Description
Client Organizer	Creates organizers for use by your returning clients to organize their tax information. Client organizers use the previous year's tax return information and must be printed from the previous year's final version of TaxWise.

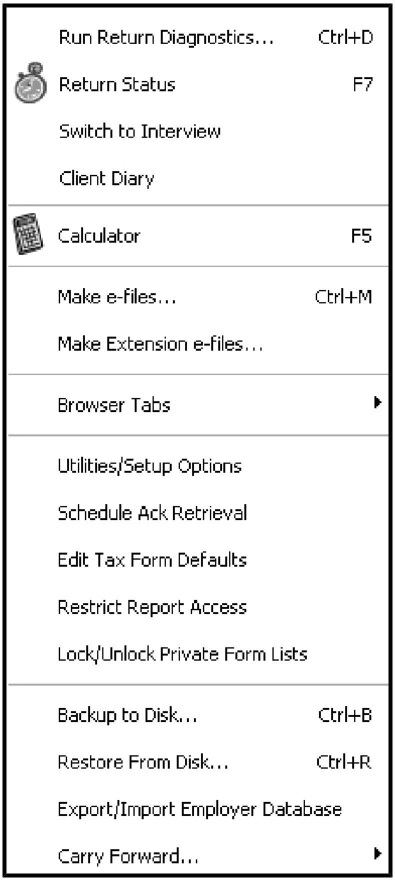
The Communications Menu



The following table describes each of the commands on the **Communications** menu:

Command	Description
Send Federal/State Returns to...	Starts the communications procedure for sending Federal and State electronic returns to the IRS and state via the CCH SFS Electronic Filing Center.
Get Acks, Mail and Updates	Starts the communications procedure to retrieve IRS, state and bank acknowledgements, e-mail and software updates from the EFC.
Send Mail to SFS Support	Allows you to create an e-mail message to send to SFS Customer Support.
Send Client to Client Mail	Allows you to create an e-mail message to send to another EFIN (or multiple EFINs) that communicates with the CCH SFS EFC.
Get Updates	Starts the communications procedure for retrieving software updates from the EFC.
Transmit DB Report	Use this command **only** under the direction of customer support.

The Tools Menu



The following table describes each of the commands on the **Tools** menu:

Command	Description
Run Return Diagnostics	Provides an extensive review of the current return including electronic filing errors (for e-filed returns only), a list of forms to be filed, return totals information, SSN verification (for the 1040 package only), warnings of inconsistencies in return, and lists of any estimated or overridden entries.
Return Status	Examines the TaxWise database to determine the status of the current return. This is only as current as your last database update.
Switch to Interview	While inside a tax return, this menu option allows you to switch to the Tax Interview for the client you have open.
Client Diary	Allows you to enter a text entry about the current return. Entries made here will carry forward to next year.
Calculator	Opens the calculator.

Command	Description
Make e-files	Runs diagnostics and makes e-files for a group of returns selected from a list. Returns cannot be edited using this option.
Make Extension e-files	Makes e-files for submission of extensions. You cannot edit returns using this option.
Browser Tabs	Allows you to add new browser tabs to TaxWise. The default browser tabs include www.irs.gov and the Customer Support site/Knowledge Base. You can add as many new browser tabs as you want.
Utilities/Setup Options	Opens the **Utility**. Features of the **Utility** are discussed throughout the user guide.
Schedule Ack Retrieval	Enables TaxWise to automatically connect to the Electronic Filing Center and pick up any available acknowledgements at scheduled intervals. (This option is only available to the Admin user.)
Edit Tax Form Defaults	Allows you to enter information on tax forms that TaxWise will automatically enter on every return you create after the change is made. (This option is only available to the Admin user.)
Restrict Report Access	Give the Admin user the ability to limit access to the reports in TaxWise for each user. (This option is only available to the Admin user.)
Lock/Unlock Private Forms Lists	Allows the Admin user to lock or unlock users from using the Private Forms list that have been setup for them. (This option is only available to the Admin user.)
Backup to Disk	Backs up returns and other information for security or for transfer to another computer.
Restore from Disk	Restores returns and other information previously backed up to the original or another computer running TaxWise.
Export/Import Employer Database	Allows you to backup employer data without performing a backup of a return. Also allows you to restore the data.
Carryforward	Allows you to bring basic information from the previous year's version of TaxWise into the current year. Information for individual taxpayers is made available for use in the current year's version of TaxWise when a return is started. You can also bring forward the previous year's Tax Form Defaults.

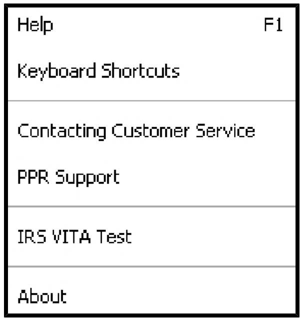
The Non-Tax Products Menu

The **Non-Tax Products** menu allows you to open Client Write-Up, Document Manager, Fixed Asset Manager, and Scan&Fill with Document Manager from inside

TaxWise. This menu is only visible if you have purchased one of the non-tax products. Only the non-tax products that you have purchased will be available on the menu. Other products that have not been purchased will be shown on the menu but grayed out. The following table describes the options on the **Non-Tax Products** menu:

Command	Description
Client Write-Up	Opens Client Write-Up if this product has been purchased and installed.
Document Manager	Opens Document Manager if this product has been purchased and installed.
Fixed Asset Manager	Opens Fixed Asset Manager if this product has been purchased and installed.
Scan&Fill with Document Manager	Opens Scan&Fill with Document Manager if this product has been purchased and installed.

The Help Menu



Command	Description
Help	Opens the TaxWise Help file, which contains step-by-step instructions for using TaxWise and completing tax forms. The help file contains the most current information available at the time of the software release.
Keyboard Shortcuts	Opens a list of shortcuts for quick reference.
Contacting Customer Service	Displays information on how to contact Customer Service and tips for getting the quickest answers to your questions.
PPR Support	Allows you to log in to Pay-Per-Return Customer Support. Normally, only customers using TaxWise on a pay-per-return basis use the PPR Support feature, but full customers can access it as well. You can get all state updates at one time. You can use the PPR Support option to restore authorization when a problem occurs with a return that has a state product.
IRS VITA Test	Launches the IRS VITA Testing program.
About	Displays a message window that indicates the version number of your TaxWise software. You must have this information available when you contact Customer Support. There is an option in this window for System Snapshot. System Snapshot displays information about your computer and system.

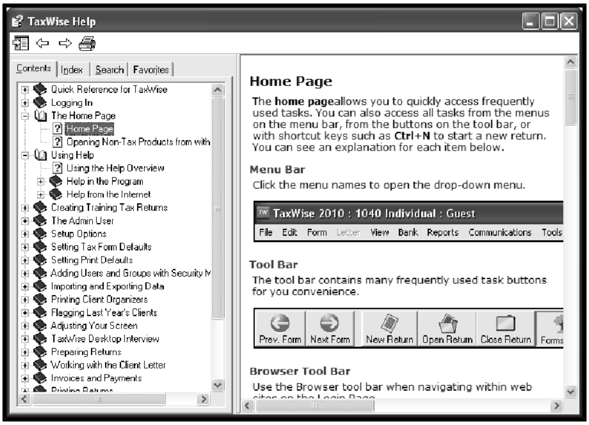
Getting Help in TaxWise

TaxWise Help is updated several times throughout the year. It is imperative that you have the most current version of the Help file on your computer. Instructions for downloading Help file updates are included in the Customer Support Site Help file.

TaxWise offers you a number of different ways to get help or answers to your questions.

Using TaxWise Help

When you open TaxWise Help, you will see a window similar to the one below:



The **Help** toolbar consists of four options:

- **Hide:** hides the Tree view and changes to **Show**.
- **Back:** takes you back to the next page.
- **Forward:** takes you forward to the previously viewed page.
- **Print:** prints the open help topic.

The tabs on the left pane – **Contents**, **Index, Search**, and **Favorites** – provide you with four different ways to find information in Help. The **Favorites** enables you to bookmark Help pages to which you want to refer again, but you must be outside of a return.

Using the Contents Tab

To use the **Contents** tab, click the plus sign beside any book icon or double-click the book icon itself to see the subjects covered in that book.

To display information for a particular topic, click the question mark icon to the left of the topic. Note that when you click the question mark icon, TaxWise Help displays the information for that topic in the right-hand pane.

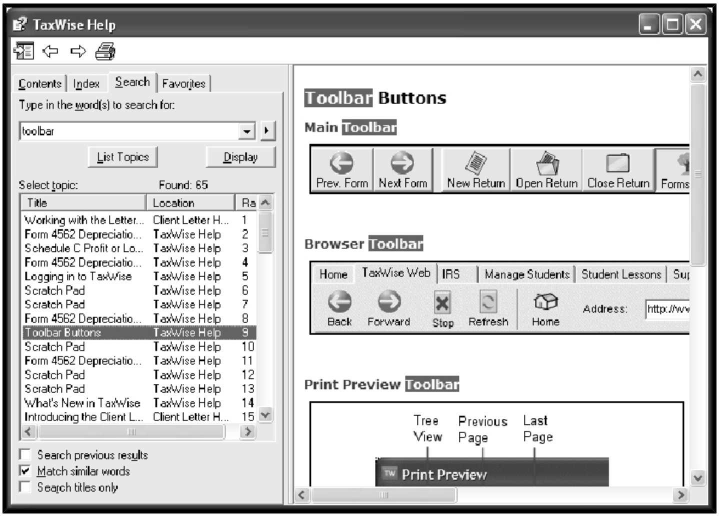
Using the Index Tab

The index provides key terms that point you to specific locations where the information is stored. Once you click the **Index** tab, you can enter the keyword for which you want to search or scroll through the list. To view a topic in the list that TaxWise Help displays, simply double-click that topic, and TaxWise Help displays the information in the right pane.

Using the Search Tab

If you want TaxWise Help to search all the text in the help file, you must use the **Search** tab. Once you click the **Search** tab, you can enter the keyword for which you want to search. TaxWise Help displays a list of every possible match in the Help file.

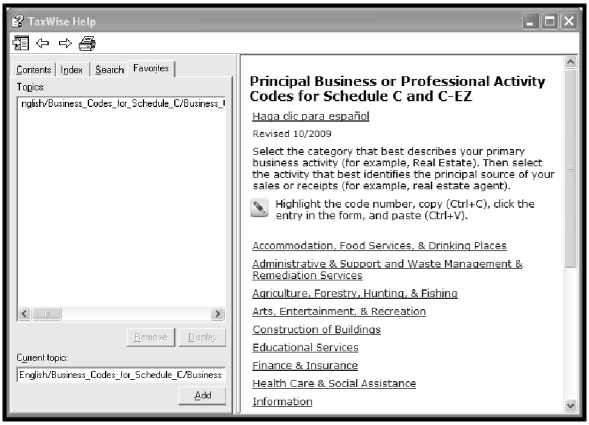
To view a topic in the list that TaxWise Help displays, simply double-click that topic, and TaxWise Help displays the information in the right pane, as illustrated below:



Using the Favorites Tab

With the **Favorites** tab, you can bookmark topics you might use often.

To bookmark a Help page, navigate to the Help page you want to save and click the **Add** button at the bottom of the window. TaxWise displays the topic title in the Topics pane on the left side of the window, as illustrated below:



F1 Contextual Help

For TaxWise Help on a particular Federal or state tax form, you can click in any form entry and press the **F1** key, which is located on the top left portion of your keyboard.

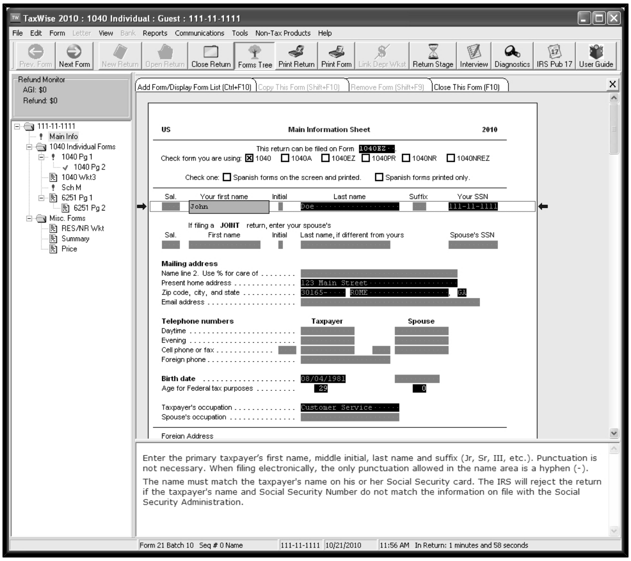
Depending on which page of a form you are viewing, TaxWise Help displays the topic that corresponds to that particular page but not necessarily the current line. These Help topics include frequently required codes or helpful links.

Press the **F1** key while a state form is open to display the state's general instructions. Pick the specific form to display TaxWise Help for that form.

Context-Sensitive Help

Context-sensitive Help provides you with field-level help on many common forms.

The context-sensitive help pane displays at the bottom of the open form, as illustrated below:



If the context-sensitive help does not display, click the **View** menu and click **Context-Sensitive Help**.

As you move through the form, the instructions in the context-sensitive Help pane change, providing you with detailed on-screen instructions.

IRS Instructions

IRS Instructions are included in all packages in Portable Document Format (PDF) exactly as they are provided by the IRS. To access the IRS instructions, open a tax form, click in an entry, press, hold the **Shift** key, and press the **F1** key. Adobe® Reader® opens and displays the related PDF file.

This opens IRS instructions for the open form in TaxWise. Accessing IRS instructions from the Main Info page opens the main form instructions (1040, 1065, etc.).

You must have Adobe® Reader® installed on your computer to read the PDF files. If you do not have Adobe® Reader® installed, you can either install it from the TaxWise CD or download and install it directly from the Adobe Web site (http://www.adobe.com).

Using Adobe® Reader®

IRS instructions in PDF look exactly like the printed document.

You can use the buttons on the Adobe® Reader® toolbar to move from page to page, enlarge or reduce the view, search the document, or print all or part of the document.

You can click a bookmark in the left pane to go directly to that section of the document. Bookmarks have been added to some of the larger documents to help you find specific locations quickly.

To search for specific key words in the IRS instructions, click the **Edit** menu in Adobe® Reader®, and then click **Find**. Type the key word in the find box and click **Next**. You can also search for key words by pressing **Ctrl+F** or by clicking the **Search** button.

Viewing TaxWise and Help at the Same Time

It is possible to view TaxWise and TaxWise Help on-screen at the same time. If TaxWise is currently covering your entire screen, click the **Restore Down** button in the upper right corner of your screen.

This makes your window smaller and allows you to resize it. To resize your TaxWise window, move your mouse over any corner or edge of the window until you see a two-headed arrow.

When you see the arrow, click and hold the left mouse button and drag the corner or edge of the window to make it smaller or larger.

To move the TaxWise window to a new location on the screen, hover your mouse pointer in the **Title** bar, press and hold the left mouse button and drag the window to a new location.

You can now open TaxWise Help, resize, and reposition the Help window in the same way so that you can see both at the same time. If the screen is not large enough to see both at the same time, you can place them so they overlap. To bring one of the windows to the front for viewing, simply click anywhere in the window or **Title** bar.

Visual Cues in TaxWise

When a form is active, TaxWise displays several visual cues to help you complete the form.

The following table describes some of the common visual cues:

Visual Cue	Description
Title bar	Displays the active TaxWise tax year, active package, user name, and tax return SSN.

Visual Cue	Description
Form shading	TaxWise applies a highlight or shade to the open form in the Tree.
Focus box and/or arrows	Indicates the line in the form where the cursor is currently located. Whether you see a white focus box with a drop shadow or a combination focus box with arrows depends on which view you are using.
Status bar, left	Displays the form, batch and sequence numbers, which may help you identify errors in rejected returns.
Status bar, center	Displays the active SSN, current date, current time, and amount of time the return has been open.
Context-Sensitive Help pane	Displays help for the fields on a form.
QuickLink Icon	Allows you to link from a field to a supporting form and is an alternative to pressing the **F9** key. Anywhere you see the **QuickLink** icon you can link to another form.

Some visual cues are not available in certain color schemes.

Chapter 4

Using Administrator Features

The Admin user name gives complete control over TaxWise. The Admin user can perform tasks that no other user can, including the following:

- Setting global tax form and print defaults that will be used by all user names in the system (this feature allows the administrator to set up these defaults only once, rather than at the individual user level).
- Using **Security Manager** to add user names and groups to TaxWise.
- Restricting access to almost any task in TaxWise by creating groups, assigning a limited number of actions to each group, and assigning user names to the restricted groups.
- Opening, editing, printing, and if applicable, creating e-files for and transmitting the tax returns of all users (other users only have access to their own returns).
- Moving, renaming, and deleting all other users' tax returns.
- Moving, copying, or deleting other TaxWise files, such as **Tax Form Defaults**, and print defaults.
- Creating user-defined history lists (drop-down lists and return stages) for any entry in TaxWise that does not already have a pre-defined list.
- Limit access to the reports in TaxWise for each user. Access can be limited for following types of reports: All reports, TaxWise reports, mailing labels, non-returning client labels, non-returning client log, and query labels.
- Schedule the automatic retrieval of available acknowledgements at regular intervals for each workstation.

The Admin user cannot start new tax returns in TaxWise.

Before adding new user names, you should log in as Admin and create a password for the Admin user, enter **Tax Form Defaults**, modify print packet defaults, and create user-defined history lists in each package used at the site, if desired.

TaxWise uses the same print defaults as the Admin user unless the user modifies their own print defaults. The same is true for user-defined history lists (only Admin can create user-defined history lists). The standard print defaults delivered with TaxWise will fit many business situations, but the Admin user can modify them as necessary.

Assigning a Password to the Admin User

The first task you should perform as the Administrator is to assign a password to the Admin user name to prevent unauthorized personnel from opening Security Manager.

To assign a password to the Admin user, use the following steps:

1. If you are not already logged in as the Admin user, select the Admin user name from the **User name** drop-down list and click **OK**.

   TaxWise displays the **Select Package** window.

2. Double-click the tax package you want to open.
3. Click the **Tools** menu and click **Utilities/Setup Options**.
4. From the **Utility**, click the **Setup** menu and click **Security Manager**.
5. Click the **Users** tab.
6. Select the **Admin** user name and click **Modify**.
7. Enter a password for the Admin user in the **Password** box and click **OK**.

   TaxWise returns to the **Security Manager** dialog box.

8. Click **OK**.

TaxWise closes the **Security Manager** dialog box and the **Utility**.

The next time you log in as the Admin user, you must use your new password.

You cannot recover the Admin user’s password, so be sure to write it down and put it in a secure place. If you lose your Admin password, contact Customer Support for assistance.

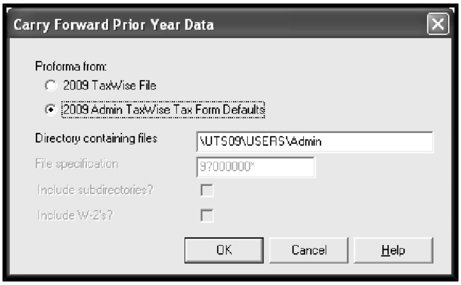
Carry Forward Previous Year Defaults for Admin

This feature enables you to bring forward the Admin user's **Tax Form Defaults** from the previous year's version of TaxWise.

To carry forward the previous year's defaults, use the following steps:

1. Click the **Tools** menu, point to **Carry Forward**, and click **Prior Year Data.**

   TaxWise displays the **Carry Forward Prior Year Data** dialog box:



2. Make sure that **2009 Admin TaxWise Tax Form Defaults** is selected.

TaxWise assumes that TaxWise 2009 and TaxWise 2010 are on the same drive. If they are not, enter the correct drive letter followed by a colon in the **Directory containing files** box (for example, D:\UTS09\USERS\Admin).

3. Click **OK**.

TaxWise carries forward tax form defaults for all packages. If you edited all the tax form defaults in the previous version of the software and none of that information has changed, no further editing is required at this point.

The following message displays once the carry forward process is complete:

Configuring Defaults

As the administrator, you can define several different default behaviors that you want to carry over to all of you TaxWise users, including:

- Entering your price per form and/or price per hour on the Price Sheet, which allows TaxWise to calculate your fees and print an invoice with each return.
- Entering information on forms that you want included in all tax returns, such as your office name and address and your EFIN on Form 8879, this will save you from unnecessarily re-keying the same information on each tax return.
- Creating user-defined history lists.
- Creating a list of **Return Stage Options**, which you can use to flag returns that may be waiting for taxpayer information, not paid in full, paid in full, or other designations that meet your business needs.
- Adding a cover sheet or slip-sheet to print with every return.
- Adding or creating a client letter to print with every return.
- Creating **Private Forms** lists.

Not all of these tasks are required; however it is important for you to understand how to perform each one.

Tax Form Defaults are specific to each tax package. You must create **Tax Form Defaults** in each tax package used in your office.

Best Practices for Editing Tax Form Defaults

While there are many Tax Form Defaults you can edit, the following list describes the most common forms that you should think about editing:

- Main Information Sheet, which allows you to:
  - Exclude or include income from Puerto Rico, depending on your location.
  - Select the check for no state return or enter a two letter state abbreviation in the resident state box.
  - Define your type of return, such as Bank products, E-file ONLY, or Paper.
  - Select Bank, if applicable.
  - Enter preparer’s PIN information.
  - Change third party designee selection.
  - Enter your Paid Preparer information.
  - Edit preparer use fields.
- Form 8879, which allows you to enter your EFIN and your ERO or preparer information.

- Price Sheet, which allows TaxWise to calculate the tax preparation fee for each return based on the forms used in that return (the total price is displayed at the bottom of the Main Information Sheet or main form in individual, business, and specialty packages).
- Client Letter, which allows you to define a client letter that prints with every return.
- Cover Sheets and Slip Sheets, which allow you to include items that are compatible with folders and envelopes from Nelco (these items are programmed as client letter templates, and you add them to your defaults as you would a normal client letter).

Once you have state and bank software installed, you can enter defaults on the state and bank forms.

- Open any of the state forms you need and enter the required information. Much of the state information flows from the information entered for the Federal return.

You may lose the state default information if you change the state code while you are editing **Tax Form Defaults**. Changing the state code within a particular tax return, however, will not affect the state defaults.

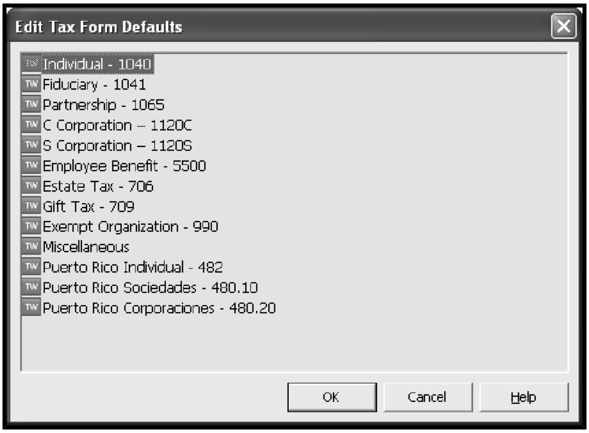
- Bank Application Forms, which allows you to enter your SFS fee and the Service Bureau fee.

Editing Default Information on Forms

To edit **Tax Form Defaults**, use the following steps:

1. Click the **Tools** menu and click **Edit Tax Form Defaults**.

   TaxWise displays the **Edit Tax Form Defaults** dialog box:

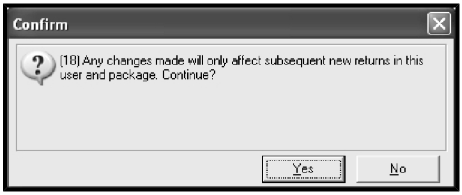


Notice that the background for **Edit Tax Form Defaults** is bright yellow.

2. Choose the package for which you want to edit **Tax Form Defaults**.

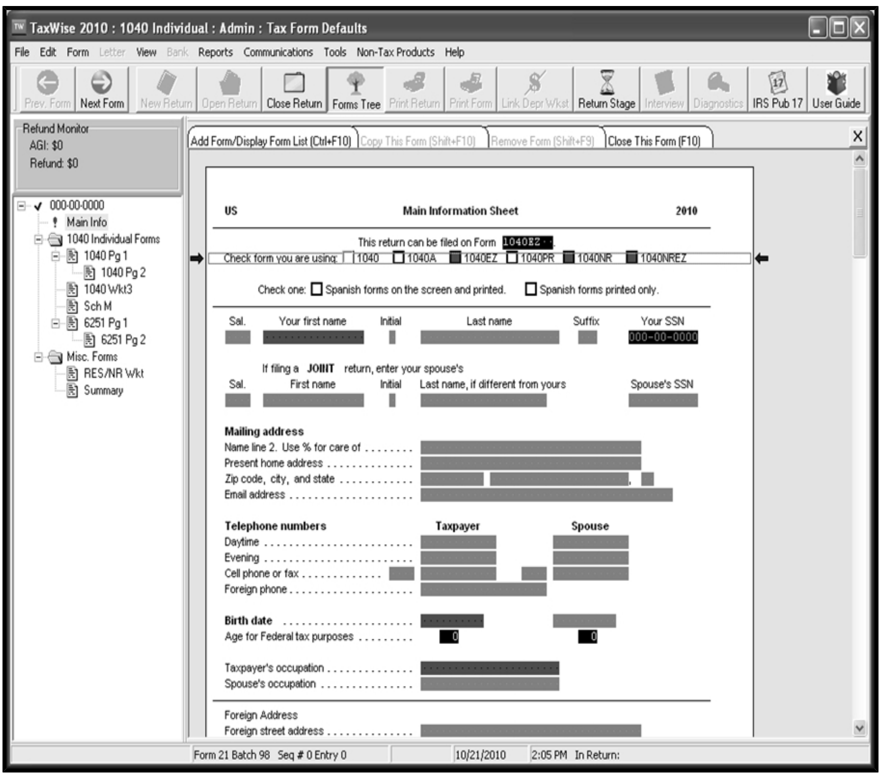
Remember that you should edit **Tax Form Defaults** for each package your office uses before you add users.

TaxWise displays a message box similar to the following:



3. Click **Yes**.

TaxWise displays the default tax return for the package, as illustrated below:



The default tax return looks like any other tax return except that the workspace where TaxWise displays forms has a bright yellow background.

In packages that include a Main Information Sheet, TaxWise displays it by default. From here, you can open any form in the default tax return to enter default information.

Do not prepare an actual tax return while you are editing **Tax Form Defaults**. If you prepare an actual tax return while editing **Tax Form Defaults**, TaxWise saves the information and displays it automatically the next time you start a return.

4. Using **Tax Form Defaults**, open any forms on which you want to enter default information.

Be sure to enter your default information on the Price Sheet and Client Letter, if you want these options included.

5. Periodically press the **F2** key to save your defaults.

TaxWise automatically saves your defaults when you close **Tax Form Defaults**.

6. When you finish editing **Tax Form Defaults**, click the **Close Return** button on the toolbar.

You can also close the **Tax Form Defaults** by clicking the **File** menu and clicking **Close Return**.

When you add a new user, TaxWise copies these tax form defaults to the new user. When new users start a new return, TaxWise displays the forms with the default information already entered.

Changing Default Information

Within each tax return, you can change the information as necessary. If a taxpayer does not want to e-file their return, simply change the type of return to **Paper** on the return.

The Admin user can also make changes to the defaults by clicking the **Tools** menu and clicking **Edit Tax Form Defaults**. This option is useful if something you entered as a default early in tax season changes, however, the changes only apply to new returns started after the defaults are created. Editing the **Tax Form Defaults** in this manner does not change the previously created returns.

Printing a Client Letter with a Return

If you want to print a client letter with every return, you must add it to the return as you would any other tax form. To print a client letter with the return, you can do any of the following:

- Add it to the default tax return in **Edit Tax Form Defaults** mode by typing letter from the **Find a Form** list.
- Add the form to the **Selected Forms** list in the **View/Edit Print Packets** dialog box for the print packet and tax package you are using.

The **File Copy** and **Taxpayer Federal Copy** print packets include the **Client Letter** default.

Using Client Letters as Stand-alone Cover Sheets

TaxWise includes four client letter templates that are designed to be used as cover sheets: one for individual returns in English, one for individual returns in Spanish, one for business returns in English, and one for business returns in Spanish.

The file name of the individual cover sheets are:

- Indiv Cover sheet.CL
- Spanish Indiv Cover Sheet.CL

The file names of the business cover sheets are:

- Business Cover Sheet.CL
- Spanish Bus Cover Sheet.CL

These cover sheets should be used alone and not coordinated with any third-party folders or envelopes. To print one of these cover sheets with all returns, you must add a client letter to your default tax return while in **Edit Tax Form Defaults** mode.

Using Client Letters as Slip Sheets

TaxWise also includes several cover sheets and slip sheets that are compatible with folders and envelopes from Nelco. They are programmed into TaxWise as client letter templates.

You can identify them by the product numbers that TaxWise uses as part of the file name for each one. For more information on using client letters as Slip Sheets, refer to TaxWise Help.

Working with User-defined History Lists

Understanding History Lists

A history list is a drop-down list on a form entry that is either pre-defined, user-defined, or built as the user enters data. History lists that are built as you enter data are very useful for entering occupations and other data that is repetitive throughout your returns.

For example, each time you enter a different occupation in TaxWise, the occupation is added to the history list. Depending on the view you choose (**Default** or **Classic**) and the other options you choose in **Setup Options**, the behavior of the history lists may change.

Pre-defined History Lists

Some form fields in TaxWise have pre-defined history lists (for example, the **Relationship** field in the **Dependent** section of the Main Information sheet in the 1040 package). The IRS will only accept specific responses in these fields (son,

daughter, parent, etc.) therefore, TaxWise provides a pre-defined list of acceptable options.

User-defined History Lists

The Admin user can create history lists for entries that do not already have a pre-defined history list. These lists are available to all user names in the system and can be created at any time. User-defined history lists allow you to ensure that misspelled or otherwise inaccurate data is not entered. It also speeds up data entry.

Creating User-defined History Lists

To create a user-defined history list, use the following steps:

1. Log in as the **Admin** user.
2. Click the **Tools** menu and click **Edit Tax Form Defaults**.
3. Double-click the tax package you want to use.

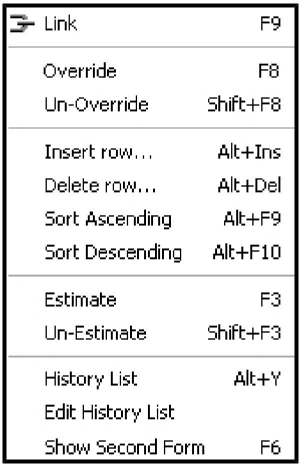
   TaxWise displays the confirm message box, reminding you that changes affect only subsequent returns.

4. Click **Yes**.

   TaxWise displays the Main Information Sheet or page 1 of the main form.

5. Right-click the field for which you want to create a user-defined history list.

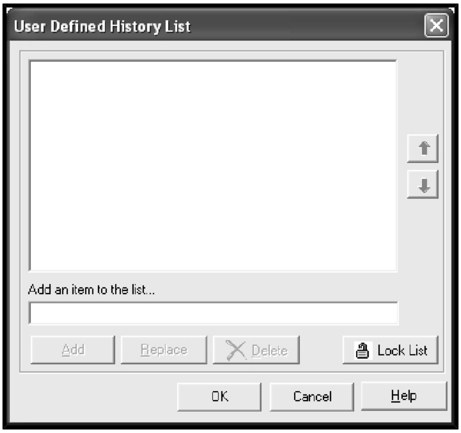
   TaxWise displays a shortcut menu, which is similar to the following:



6. Click **Edit History List**.

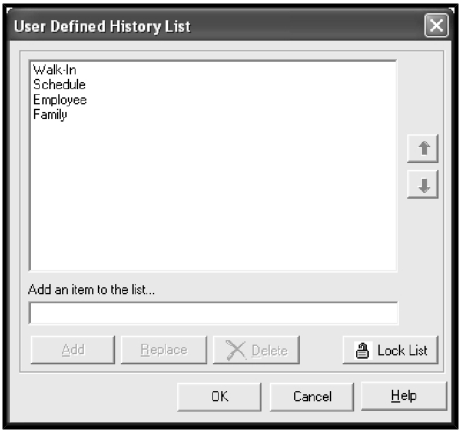
The following illustrations depict creating a user-defined history list for the Preparer's Use field 3 on the Main Information Sheet of the 1040 package. You can use the same steps to create a user-defined list for any field, provided the field does not already have a pre-defined history list.

TaxWise displays the **User Defined History List** dialog box:



7. Type each item you want to add in the **Add an item to the list** box and click **Add**.

   TaxWise displays the items you added in the list:



8. Make any modifications to the list you have created by choosing from the following options:

Option	Description
Up and Down arrows	Allow you to rearrange items while you create your list. To move an item, select it in the list and click the Up or Down arrow to move it to the desired location.
Replace	Allows you to replace an item by selecting the item in the list and typing the replacement text in the **Add an item to the list** box. When you finish typing the new entry, click the **Replace** button.
Delete	Allows you to delete an item from the list. To delete an item, select it in the list and click the **Delete** button.

Option	Description
Lock List/Unlock List	Allows you to lock a list, which prevents preparers from entering data that is not on the list. TaxWise only accepts data that you include in the list. If you leave a list unlocked preparers can choose from the list or enter other values in the filed. Values they enter, however, will not be added to the list. To lock a list, simply click the **Lock List** button. Notice that the button changes to **Unlock List** at this point. If you want to unlock the list, click the **Unlock List** button.

9. When you finish adding items to the list, click **OK**.

TaxWise closes the **User Defined History List** dialog box and returns you to the open form in **Edit Tax Form Defaults** mode.

The illustration below shows the user-defined list created in this example:

TaxWise saves your user-defined lists in a file that can be copied, moved, or deleted using **Return Explorer**. You can use **Return Explorer** to copy the file to or from a removable disk, which enables you to copy the lists to other non-networked computers in your office. A user-defined history list file is identified by the *.uhl extension.

You must create user-defined history lists in **Edit Tax Form Defaults** mode in order for TaxWise to save the lists. The **Edit History List** feature is available in actual tax returns to the **Admin** user, but TaxWise does not save any lists users create outside of **Edit Tax Form Defaults** mode.

Editing Return Stage Options

You can create a special user-defined history list called the **Return Stage Options** list. This list enables your preparers to assign a Stage to Stage Options list. This list enables your preparers to assign a stage to a return, such as Missing W2, Missing Spouse Signature, Paid in Full, or whatever meets your business needs.

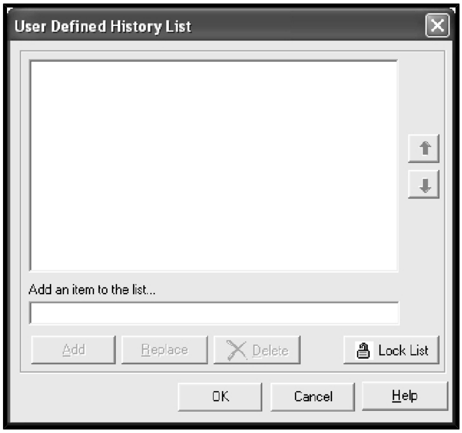
TaxWise displays the **Return Stage** as a column on the **Existing Tax Returns** window when you select returns for editing, printing, or creating e-files. TaxWise also displays the **Return Stage** on the **Query Results** window for each tax return.

You must be logged in as the **Admin** user and be in **Edit Tax Form Defaults** mode to create this list.

To create and edit the **Return Stage List**, us the following steps:

1. While you are in **Edit Tax form Defaults** mode, click the **Return Stage** button, and click **Edit Return Stage Options...**

TaxWise displays the **User Defined History List** dialog box:



2. Enter and modify the options you want to add as you would any other user-defined history list.

Notice you do not have the **Lock** and **Unlock** button in this user-defined history list.

3. When you finish entering and modifying list entries, click **OK**.
4. TaxWise adds your entries to the **Return Stage Options**.

Locking Your Price Sheet

Another feature of the Edit History List function is the ability to lock your price sheet.

For detailed instructions on setting up your price sheet, see the **Setting Up Invoices** section in the **Working With Invoices and Payments** chapter.

To lock your price sheet, use the following steps:

1. Enter all your form prices in **Edit Tax Form Defaults** mode.
2. In the first four lines, enter any desired information to be printed on each price sheet, such as business name, address, and contact information.
3. Create a locked history list on each price field.

Each history list only contains one item – the correct price for the form. This prevents anyone from changing the per form price.

When you create new user names in **Security Manager**, be sure to copy the Admin user’s **Tax Form Defaults** to the new users.

To prevent users from overriding the number of forms in the **No.** column and changing the price that way, create a new group in **Security Manager** that does not have the ability to use the override function then assign this group to the users you do not want to use the override function. Because the attributes of the SuperUser group override the rights of all other groups, and the SuperUser group can use the override function, you cannot be a member of both the SuperUser group and a member of a group that edits history lists. You will learn more about **Security Manager** later in this user guide.

Exiting Edit Tax Form Defaults Mode

When you finish entering information, close and save the default return by clicking the **Close Return** button or by selecting **Close Return** from the **File** menu.

You can go back to **Edit Tax Form Defaults** mode at any time to make changes to the default information. The new defaults only affect new returns created from that point forward. You will need to copy the new **Tax Form Defaults** to your user's defaults in **Return Explorer**, which will be covered later in this user guide.

Modifying Print Defaults

Understanding Print Packets

By default, TaxWise prints one copy of each form, schedule, worksheet statement, scratch pad, and client letter in a tax return when you print the return. This is called a print packet. If this default configuration meets your business needs, you do not have to change the default print settings.

TaxWise includes the following print packets:

- Signature Pages
- File Copy
- Taxpayer Federal Copy
- Taxpayer State Copy
- Federal Copy to be Mailed
- State Copy to be Mailed
- Organizer Packet

All packets print tax returns except the Organizer Packet, which prints **Client Organizers** in the 1040 package. The **Client Organizer** is a packet of forms created from the client's current year 1040 tax return. The forms contain data from the current year return and blank spaces for the next year's data. **Client Organizers** for 2010 are printed from the TaxWise 2009 final release.

You can change the print settings by editing the print packets. If you want to change the print packet setting globally for all users on your network, you must log in to TaxWise as the Admin user and change the print packet settings for Admin. By default, TaxWise applies Admin's print setting to all other users.

Other users can change the print packet settings for their user name while logged in as themselves. TaxWise saves these settings in the individual users' folders and applies them only to those users' tax returns.

Future changes made by the Admin user do not affect users who have modified their own print packets

The Admin user can also copy, move, or delete a user's print packet settings using **Return Explorer**. The Admin user has the rights to copy or move files from any user name to any other user name or to a removable disk or location on the network. Individual users can only copy or move their own files to other users on the network.

By default, the **File Copy** packet is selected when you print returns. This packet prints one copy of each Federal and state form used in a tax return, plus the client letter, Main Information Sheet, worksheets, and scratch pads.

Editing Print Packets

There are four ways in which you can change the print packet defaults:

- Change the print order of the forms
- Change the number of copies that print
- Add to or remove forms from the packet
- Add default or custom watermarks to selected packet(s).

Remember, to change print packet defaults for all users, you must log in to TaxWise as the Admin user. If you have not logged in as the Admin user, the changes you make only affect your own settings.

Watermark Options

Use the **Watermark Options** to print watermarks on forms printed from TaxWise. Watermarks will not print on any forms to be filed to IRS or a state.

Users can select the default watermark, or create custom watermarks. Custom watermarks can be any alpha-numeric text, up to 20 characters.

Adding Forms to Print Packets

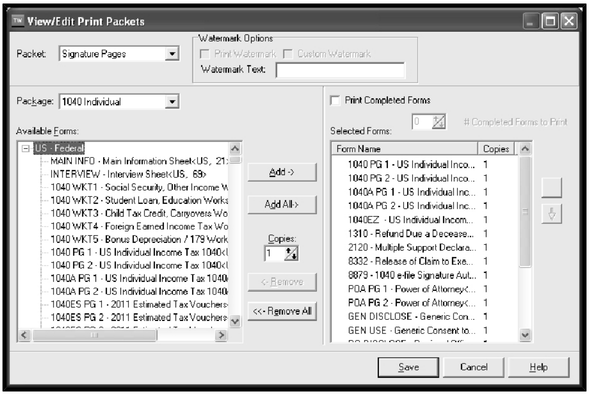
To add forms to packets, use the following steps:

1. Click the **Tools** menu and click **Utilities/Setup Options**.

   TaxWise displays the **Utility**.

2. Click the **Setup** menu and click **View/Edit Print Packets**.

   TaxWise displays the **View/Edit Print Packets** dialog box:



Changes you make in the **View/Edit Print Packets** dialog box affect all future printed returns.

3. Select the packet you want to modify from the **Packet** drop-down list.
4. Select the package you want to modify from the **Package** drop-down list.

   TaxWise displays the default forms for the selected packet and package in the **Selected Forms** list.

5. Make sure you have not selected the **Print Completed Forms** check box.

If you selected the **Print Completed Forms** check box, you must clear it. This will cause the **Selected Forms** box on the right to go blank. Now you can manually add forms to the **Selected Forms** box.

6. Select the forms you want to add from the **Available Forms** list.

To select all federal forms, click **US – Federal** one time, then click **Add**. To select all forms for a particular state, click the state name one time, then click **Add**. To select specific forms, double-click either **US – Federal** or the state name to display the forms. Press and hold the **Ctrl** key while you select the forms you want to add and click **Add**.

7. Click the arrows beside the **Copies** box to increase or decrease the number of copies set to print.

If you want to add all the forms in the list, you can skip steps 5 and 6 and simply click **Add All**.

TaxWise adds the forms you selected to the bottom of the **Selected Forms** list. You may need to scroll to the bottom of the list to see the forms you added.

8. Repeat steps 6 and 7 to add any other forms you want.

To remove a form, select it in the **Selected Forms** list and click **Remove**. To remove multiple non-sequential forms, press and hold the **Ctrl** key while you select forms in the **Selected Forms** list and click **Remove**. To remove multiple sequential forms, select a form, press and hold the **Shift** key, select the last form you want to remove and click **Remove**. To remove all the forms in the **Selected Forms** list, click **Remove All**.

To change the order of the forms in the **Selected Forms** list, select the form you want to move and use the up and down arrows to move it to its new location.

9. When you finish adding forms, click **Save**.

TaxWise saves your changes and returns you to the **Utility**.

Selecting Print Packets for All Print Sessions

This option is only available to the users in the Administrators and Return Manager group.

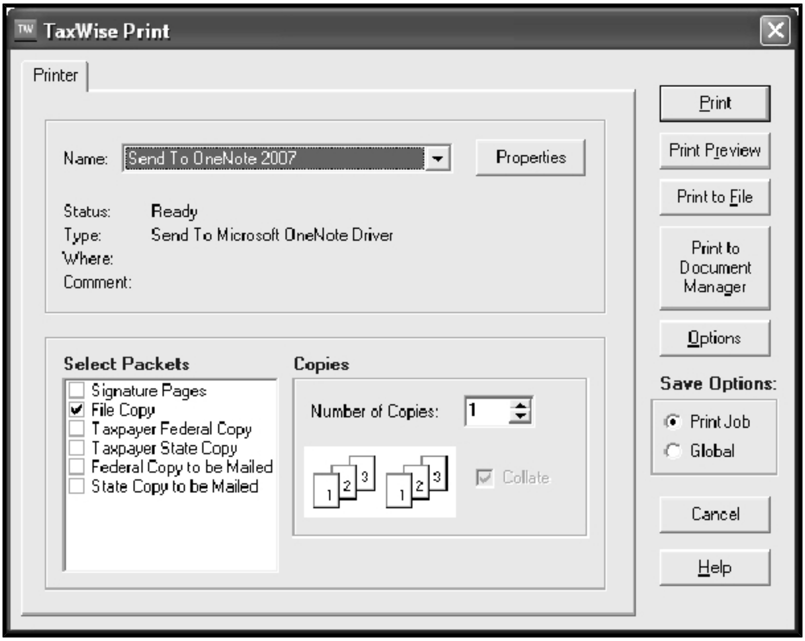
If you want to modify the defaults for a print packet for all printing sessions, use the following steps:

1. Click the **File** menu, point to **Print** and click **Print Return(s)**.

   TaxWise displays the **Select Returns to Print** dialog box.

2. Select a return from the list and click **OK**.

TaxWise displays the **TaxWise Print** dialog box:



3. If you do not want the **File Copy** packet to print, clear the **File Copy** check box and select the packet(s) you want to print.
4. Select the **Global** radio button under **Save Options**.
5. Click the **Print Preview** button.

   TaxWise displays the return in the **Print Preview** dialog box.

6. Close the **Print Preview** dialog box.

The next time you print returns, you will notice that TaxWise saved the Print Packets you selected on the **TaxWise Print** dialog box.

Change Print Packet Settings for One Print Session

If you want to modify the defaults for a print packet, but you do not want to save the changes for future printing purposes, this option is particularly useful.

To change print packet settings for only on print session, use the following steps:

1. Click the **File** menu, point to **Print** and click **Print Return(s)**.

   TaxWise displays the **Select Returns to Print** dialog box.

2. Select the return(s) you want to print and click **OK**.

TaxWise displays the **TaxWise Print** dialog box.

Opening the **View/Edit Print Packets** dialog box in this way allows you to choose whether you want to save the changes permanently or use them for only this printing session.

3. Do one of the following under **Save Options**:
   - If you want to save the changes permanently, click **Global**. (This option is only available to users assigned to the Administrators or Return Manager group.)
   - If you only want to use these modifications for this print session, click **Print Job**.
4. Click **Options**.

   TaxWise displays the **View/Edit Print Packets** window where you can view and change the contents of the print packets and edit watermark options.

5. Make any changes you want and click **Save**.

   TaxWise displays the **TaxWise Print** dialog box.

6. Click **Print** to execute the print job.

Setting Print Defaults for the Client Organizer

The **Client Organizer** is a packet of forms created from the client's current year 1040 tax return. The forms contain data from the current year's return and blank spaces for the next year's data. You can print **Client Organizers** and mail them to your clients to help them collect their tax information and also to serve as a marketing tool for you business.

Client Organizers that are customized to a taxpayer's return are only available in the 1040 package and only in the final release of the software in the spring. You cannot print **Client Organizers** from the December release of TaxWise.

Blank un-customized **Client Organizers** can be printed from the **Print Blank Forms** option.

To set the print defaults for the **Client Organizer**, use the following steps:

1. Click the **Tools** menu and click **Utilities/ Setup Options**.

   TaxWise displays the **Utility**.

2. Click the **Setup** menu and click **View/Edit Print Packets**.

   TaxWise displays the **View/Edit Print Packets** dialog box.

Changes you make in the **View/Edit Print Packets** dialog box affect all future printed returns.

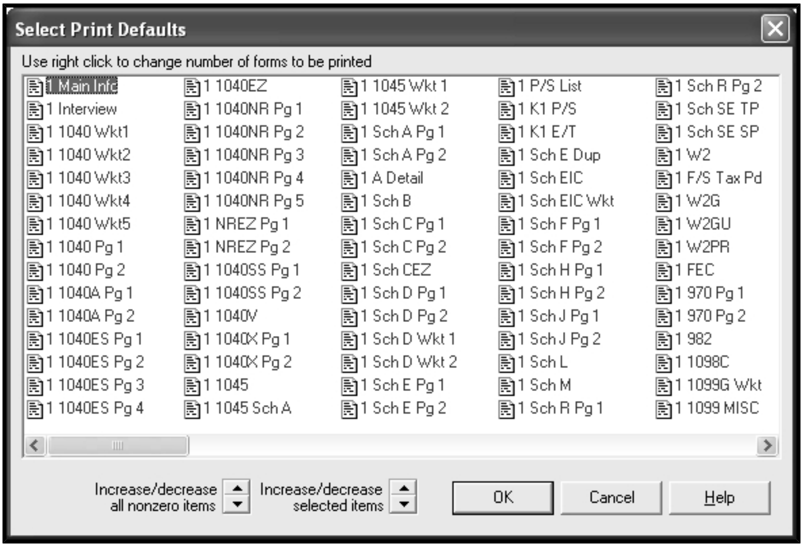
3. Select **Organizer Packet** from the **Packet** drop-down list.
4. Add forms, remove forms, and/or change the number of copies of forms to be printed using the steps described earlier in this section.

Setting Print Defaults for Classic Print

To set defaults for the **Classic Print** mode, use the following steps:

1. Click the **File** menu, point to **Classic Print** and click **Set Classic Print Defaults**.

   TaxWise displays the **Select Print Defaults** dialog box:



Notice that TaxWise displays the default number one (1) to the left of each form name. If you accept the default, TaxWise prints one copy of each completed from in the return. TaxWise does not print incomplete forms.

2. Select the form(s) for which you want to increase or decrease the quantities to print.

Select multiple forms by holding down the **Ctrl** key while making your selections.

3. Click the **Increase/Decrease** arrows to increase or decrease selected forms.
4. Click **OK**.

TaxWise saves the modified **Classic Print** defaults.

Creating Private Forms Lists

The **Private Forms** feature enables you to customize the list of available tax forms in a tax return. For example, if you or other preparers in your office do mostly 1040A or 1040EZ returns, you can greatly reduce the number of forms on the **Find a Form** list by using the pre-defined 1040A or 1040 EZ **Private Forms** lists.

Even if you prepare more complex returns, there may be many forms you seldom or never use. By creating your own **Private Forms** list, you can eliminate those forms from the **Find a Form** list.

With Private Forms, you can:

- Select and use a pre-defined list
- Modify and save a pre-defined list
- Create and save your own unique list

You can open any form, regardless of whether it is on your **Private Forms** list, by clicking the **QuickLink** icon or pressing the **F9** key on the entry that the form supports. This process, referred to as linking, opens a list of forms available to link, as supporting forms, to the line and forms you link from. For example, you can open Schedule B by clicking the **QuickLink** icon or pressing the **F9** key of Form 1040, line 8a, or open Schedule C by clicking the **QuickLink** icon or pressing **F9** on form 1040, line 12.

You can also click **Show All Forms** at the top of the Find a Form list and TaxWise lists all the available forms. To go back to your **Private Forms** list, click **Use Private Forms** at the top of the **Find a Form** list.

Selecting and Using a Pre-Defined List

TaxWise comes with three pre-defined lists:

- 1040A, which contains only forms that you use in a 1040A return
- 1040EZ, which contains only forms that you use in a 1040EZ return
- Bank, which contains basic individual return forms, but not bank application forms

To use a pre-defined list, use the following steps:

1. Open the return on which you want to work.
2. Click the **Add Form/Display Form List** tab.

   TaxWise displays the **Find a Form** list.

You can also press the **Ctrl+F10** keys to display the **Find a Form** list.

3. Click **Edit Private Forms**.

TaxWise displays the **[User name] Private Forms for [package]** dialog box

4. Select a Private Forms list from the drop-down list in the **3. You can start with a pre-defined or saved Private Forms List** box.
5. Click **OK**.

   TaxWise returns you to the tax return you opened and displays only the list you selected.

Creating a Custom Private Forms List

When creating a custom private forms list you have two options, the Admin user can create a custom private forms list in **Edit Tax Form Defaults** or each user can create their own from within a return. If the Admin user creates a private forms list in **Edit Tax Form Defaults** they will have to be copied to the other users using **Return Explorer**.

To create a Private Forms list from within a return, use the following steps:

1. Open the return on which you want to work.
2. Click the **Add Form/Display Form List** tab.

   TaxWise displays the **Find a form** list.

You can also press **Ctrl+F10** to display the **Find a form list**.

4. Below the **Look for** box, select **Edit Private Forms**.

   TaxWise displays the [User] Private Forms for [package] dialog box.

5. Select the form(s) you want included in your **Private Forms list** from the **TaxWise Default List** and click **Add**.

The **TaxWise Default List** includes all the forms available for the package you choose.

TaxWise displays the forms you chose in the [User] Private Forms for [package] dialog box.

If you want to add most of the forms to your **Private Forms** list, click **Add All** and remove any forms you do not want by selecting them individually and clicking **Remove**.

6. Do one of the following:
   - If you only want the **Private Forms** list to be available to your user name, click **OK**.
   - If you want to be able to copy the **Private Forms list** to another user, click **Save List As...**

7. Type a unique name for your list in the **Enter a name for this Forms List...** box and click **OK**.
8. Click **OK** to close the [User] Private Forms for [package] dialog box.

   When you close the **[User] Private Forms for [package]** dialog box, TaxWise displays the name of the list you just saved under the **Look For box**.

If you did not save the list using a unique name, TaxWise displays the list as **Use Private Forms: Default**.

Removing a Saved Private Forms List

To remove a saved Private forms list, use the following steps:

1. Click the **Add Form/Display Form List** tab.

   TaxWise displays the **Find a form** list.

You can also press the **Ctrl+F10** keys to display the **Find a form** list.

2. Below the **Look for** box, select **Edit Private Forms**.

   TaxWise displays the [User] Private Forms for [package] dialog box.

3. Click the **Remove List** button in the [User] Private Forms for [package] dialog box.

   TaxWise displays the **Select Forms List to Remove** dialog box.

4. Select the check box to the left of the list(s) you want to remove and click **OK**.

   TaxWise removes the list(s) and displays a **Status** message box.

5. Click **OK**.

   TaxWise returns you to the [User] Private Forms for [package] dialog box. It changes to **Default**.

6. Remove the forms from the **Your New Default List** box and click **OK**.

TaxWise returns the **Find a form** list to the default view.

Chapter

5

Working with Users and Groups

TaxWise has powerful tools that will enable the network administrator to manage network and program access efficiently thereby increasing productivity and maintaining protections and security on your customer's sensitive information.

Understanding Security Manager

Before adding new user names, the administrator should log in as Admin and enter **Tax Form Defaults**, modify print packet defaults and create user-defined history lists. When adding new user names, the administrator's defaults are automatically copied to the new user name.

Security Manager is the tool used by the administrator to:

- Add user names to the system.
- Assign, change, or remove user name passwords.
- Create multiple groups with different levels of access to TaxWise menu commands and actions.
- Assign user names to the group or groups that give them the level of access they need to perform their job tasks.

You do not have to create groups in TaxWise. By default, TaxWise assigns new user names to the SuperUser group, which has access to everything in TaxWise except **Security Manager**, **Edit Tax Form Defaults**, **Schedule Ack Retrieval**, **Restrict Report Access**, and **Edit History List**. If you do not want to restrict your users' access to functions in TaxWise, simply accept this default setup.

Similarly, you do not have to assign passwords to user names in TaxWise. The password provides security by preventing anyone who does not know the password from logging in to TaxWise with that user name and viewing or editing that user's tax returns. If you want to prevent unauthorized access, you should assign passwords to all user names, including the default names Guest and Training.

Opening Security Manager

You must be logged in as the Admin user to open **Security Manager**. You cannot assign access to **Security Manager** to any other user name.

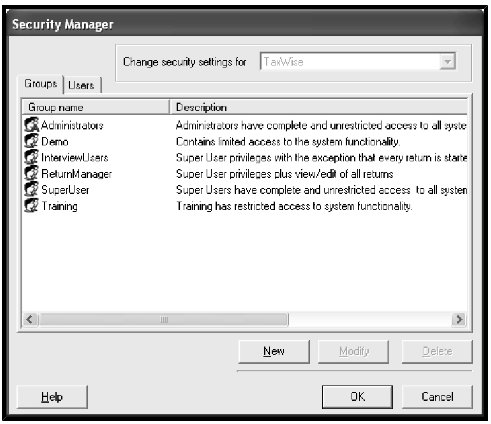
To open **Security Manager**, use the following steps:

1. Click the **Tools** menu and select **Utilities/Setup Options**.

   TaxWise displays the **Utility**.

2. Click the **Setup** menu and select **Security Manager**.

   TaxWise displays the **Security Manager** dialog box:



Notice that TaxWise displays a list of existing groups and a short description of each on the **Groups** tab.

You can assign a password to the Admin user name so that unauthorized users cannot log in with that user name and make changes in **Security Manager**. Do not forget the Admin user's password there is no way to recover it if you forget it. If you lose your Admin password, contact Customer Support for assistance.

Understanding Default Groups

There are five default groups in TaxWise:

- **Administrators:** Only the Admin user is or can be assigned to the Administrators group. The Admin user has access to all commands and actions except **Start a New Return**.
- **Demo:** The Demo group is used by CCH SFS Sales personnel for demonstration purposes to potential customers only. Do not assign user names to the Demo group.
- **InterviewUsers:** The **InterviewUsers** group has the same rights as a user assigned to the **SuperUser** group. The difference between the two groups involves starting a new return. When a user is assigned to the InterviewUsers group and starts a new return, the **Start Return in Interview Mode** check box is selected and disabled on the **Enter Social Security Number** dialog box. Once the user enters the Social Security number the Tax Interview will open instead of a new return.
- **ReturnManager:** The ReturnManager group has the same rights as SuperUser with the added ability to view and/or edit returns from any user. This eliminates disclosing the password for Admin which keeps **Security Manager** secure.
- **SuperUser:** The SuperUser group has access to all the menu commands and actions in TaxWise and the **Utility** except for **Security Manager**, **Edit Tax Form Defaults**, **Schedule Ack Retrieval**, **Restrict Report Access**, and **Edit History List**. By default, TaxWise assigns all new users to the SuperUser group.
- **Training:** The Training group has one default user name: **Training**. You can assign user names you create to the Training group, which allows each user to have a training user name for preparing practice returns and submitting them to the Training EFC.

You cannot assign a user to the Training group and to another group at the same time. TaxWise automatically removes user names from other groups when you assign them to the Training group.

Remember, if you want to limit the actions to which new users have access, you must create your own groups, assign the desired actions to the groups and assign user names to the groups.

Users in other non-training groups cannot access returns prepared by users in the Training group. Even if you reassign a user name from Training to another group, that user cannot access the returns created while in the Training group. The SSN used to start a return while using a user name assigned to the Training group must start with three random numbers followed by the six-digit EFIN registered to that computer.

If you want to assign users both live and training user names at the same time, you can easily identify the training user name by preceding it with a T or the word training. For example, Mary Smith's live user name might be Mary, while her training user name might be TMary.

You cannot modify the actions of any of the default groups.

Adding Groups

To add a group to TaxWise, use the following steps:

1. Click the **Tools** menu and click **Utilities/Setup Options**.

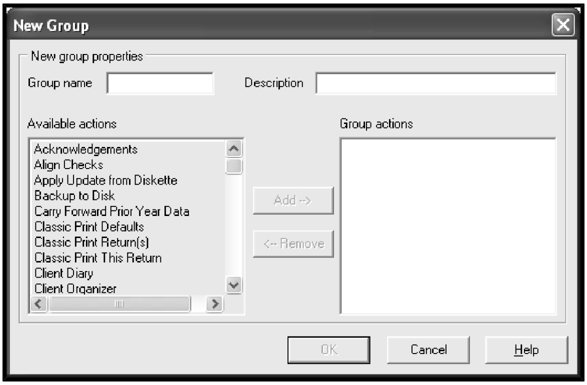
   TaxWise displays the **Utility**.

2. Click the **Setup** menu and click **Security Manager**.

   TaxWise displays the **Groups** tab of the **Security Manager**.

3. Click **New**.

   TaxWise displays the **New Group** dialog box:



4. Type the new group name into the **Group name** box.
5. Type a brief description for the new group in the **Description** box.
6. Select the actions to which you want the group to have access from the **Available actions** list and add them to the **Group actions** list by clicking the **Add** button.

The **Available actions** list includes all of the securable menu commands and actions in TaxWise and the **Utility**. TaxWise lists the menu commands and actions in alphabetical order.

If you want the group to have any access to the **Utility**, you must move the **Utilities/Setup Options** menu command from the **Available actions** list to the **Group actions** list.

To remove an action from the **Group actions** list, do one of the following:

- Select the action and click **Remove**.
- Double-click actions to move them from one list to the other.
- Drag and drop the actions from one list to the other.

To select and move multiple actions at one time, do one of the following:

- To select multiple, sequential items, select the first item you want to move, press and hold the **Shift** key, scroll to the last item you want to move and select it and click either **Add** or **Remove**.
- To select multiple, non-sequential items, press and hold the **Ctrl** key while you select the items you want to move and click either **Add** or **Remove**.

7. Click **OK** to save your new group.

   TaxWise displays the **Security Manager** with the new group listed.

8. Do one of the following:
   - To save your changes and close **Security Manager**, click **OK**.
   - To add more groups, click **New**.

Modifying Groups

To modify a group in TaxWise, use the following steps:

1. Click the **Tools** menu and click **Utilities/Setup Options**.

   TaxWise displays the **Utility**.

2. Click the **Setup** menu and click **Security Manager**.

   TaxWise displays the **Groups** tab of the **Security Manager**.

3. Select the group you want to change and **click** Modify.

   TaxWise displays the **New Group** dialog box.

4. Make any necessary changes to the group and click **OK**.

   TaxWise displays the **Security Manager**.

5. Click **OK** to save your changes.

Deleting Groups

Before deleting groups, make sure to move tax returns created by any users assigned to that group.

To delete a group in TaxWise, use the following steps:

1. Click the **Tools** menu and click **Utilities/Setup Options**.

   TaxWise displays the **Utility**.

2. Click the **Setup** menu and click **Security Manager**.

   TaxWise displays the **Groups** tab of the **Security Manager**.

3. Select the group you want to delete and click Delete.

Note that the default groups, **Administrators**, **Demo**, **Return Manager**, **SuperUser** and **Training** cannot be deleted.

TaxWise displays the confirmation message box.

4. Click **Yes** to delete the group.

   TaxWise displays the **Security Manager**.

5. Click **OK** to save your changes.

Understanding Default User Names

Before tax season starts, TaxWise recommends adding the name of each user at your office to TaxWise. Users can only view and modify their own returns.

Some offices choose to create returns using the **Guest** user name. This is acceptable but the following should be considered:

- Creating more than a few hundred returns under a single user name can seriously slow down your computer's performance.
- Using a single user name for multiple users reduces the security provided by TaxWise by making all returns in the user name accessible by other users of the same name.

The Admin User

Logging in as **Admin** allows you to set up system defaults and add the user names from preparers and others in your office that will use TaxWise. The **Admin** user can perform the following tasks in TaxWise:

- Create **Tax Form Defaults** are copied to new user names when the names are added to the system.
- Modify print defaults that are automatically available to all users.
- Use **Security Manager** to add user names, assign passwords, create groups, and assign rights.
- Open, edit, print, and create e-files for all users' tax returns.
- Move, rename, and delete all users' returns.
- Move, copy, and delete other users' files in **Return Explorer**.
- Limit access to the reports in TaxWise for each user.

The **Admin** user cannot start a new return.

The Guest User

The **Guest** user is the only user installed by default that can be used to start a new, live tax return. The **Guest** user has unlimited access to TaxWise except for using **Security Manager**, **User-Defined History Lists**, and **Edit Tax Form Defaults**.

The Training User

Logging in as **Training** allows you to prepare practice returns and transmit them to the Training EFC. The **Training** user has limited access within TaxWise.

You cannot prepare live tax returns when you are logged in as **Training**. The primary SSN used in the **Training** user must start with three random numbers followed by the six-digit EFIN. EINs must also start with three random numbers followed by the six-digit EFIN.

Adding User Names

To add a user name to TaxWise, use the following steps:

1. Click the **Tools** menu and click **Utilities/Setup Options**.

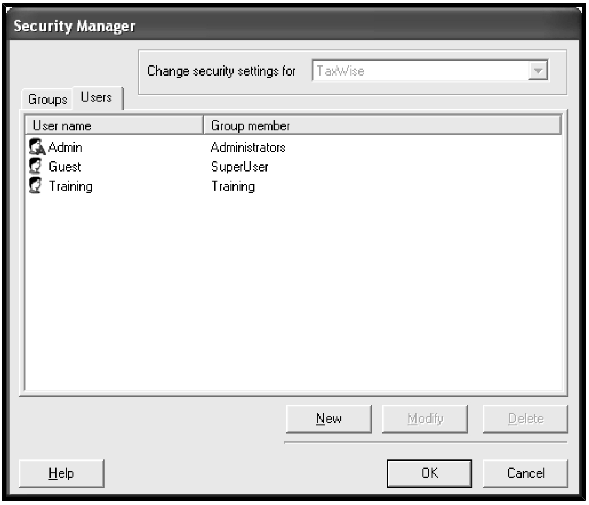
   TaxWise displays the **Utility**.

2. Click the **Setup** menu and click **Security Manager**.

   TaxWise displays the **Security Manager**.

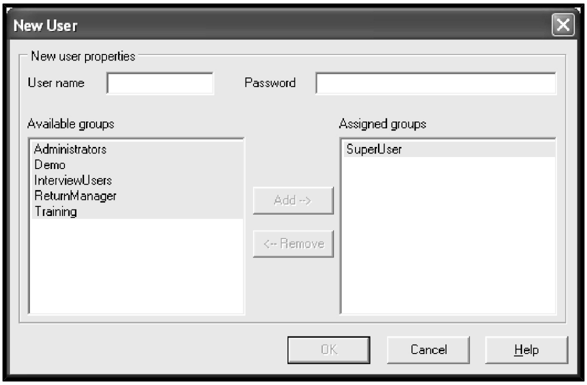
3. Click the **Users** tab.

   TaxWise displays the **Users** tab of the **Security Manager** dialog box:



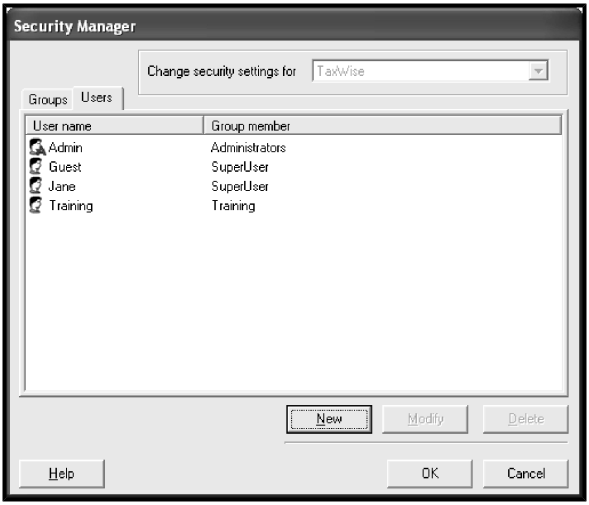
4. Click **New**.

TaxWise displays the **New User** dialog box:



5. Type the new user name in the **User name** box.
6. If you want the user name password protected, type the user name's password in the **Password** box.
7. Do one of the following:
    - If you want to assign the user name to the default **SuperUser** group, proceed to the next step.
    - If you want to assign the user name to the **Training** group, double-click **Training** in the **Available groups** list. This action moves **Training** to the **Assigned groups** list and moves **SuperUser** to the **Available groups** list.
    - If you want to assign the user name to one or more groups you have created, double-click the groups(s) in the **Available groups** list to which you want the user name assigned. By default **SuperUser** will already be in the **Assigned groups** box and will remain there unless you select the Training group. You can remove the **SuperUser** name form the **Assigned Groups** box by selecting it, then clicking on the **Remove** button.
8. Click **OK**.

TaxWise takes you back to the **Security Manager** dialog box and displays the user name you added:



9. Do one of the following:

   - Click **New** to add another user name.
   - Click **OK** to save your changes and close the **Security Manager** dialog box.

Modifying User Names

You can add, remove, or change a user's password or change the group(s) to which a user is assigned.

To modify a user name in TaxWise, use the following steps:

1. Click the **Tools** menu and click **Utilities/Setup Options**.

   TaxWise displays the **Utility**.

2. Click the **Setup** menu and click **Security Manager**.

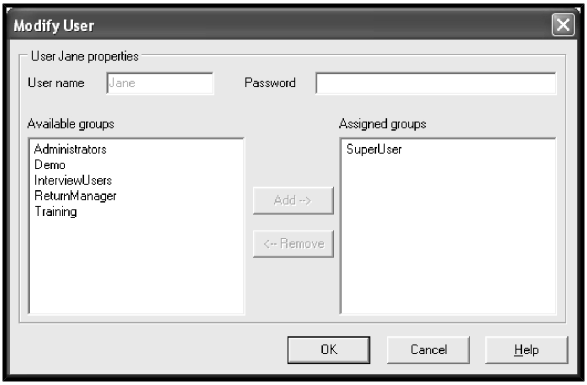
   TaxWise displays the **Security Manager** dialog box.

3. Click the **Users** tab.

   TaxWise displays the **Users** tab of the **Security Manager**.

4. Select the user name you want to change and click **Modify**.

TaxWise displays the **Modify User** dialog box:



5. Make any necessary changes to the user name and click **OK**.

   TaxWise displays the **Security Manager** dialog box.

6. Click **OK** to save your changes.

Deleting User Names

Before deleting a user name, you must move or delete all of that user's live tax returns using **Return Explorer**. TaxWise also suggests making a backup of all returns prior to deleting them. If the user has only prepared training returns in the Training group, you do not have to move or delete the returns before deleting the user name.

To delete a user name in TaxWise, use the following steps:

1. Click the **Tools** menu and click **Utilities/Setup Options**.

   TaxWise displays the **Utility**.

2. Click the **Setup** menu and select **Security Manager**.

   TaxWise displays the **Security Manager** dialog box.

3. Click the **Users** tab.

   TaxWise displays the **Users** tab of the **Security Manager**.

4. Select the user name you want to delete and click **Delete**.

TaxWise displays a message box similar to the following:

5. Click **Yes** to delete the user name.

   TaxWise displays the **Security Manager** dialog box.

   If the user name you are deleting contains returns, you will see the following dialog box:

6. Click **OK**, delete or move the returns, and then follow these instructions to delete the user.
7. Click **OK** to save your changes.

Restrict Report Access

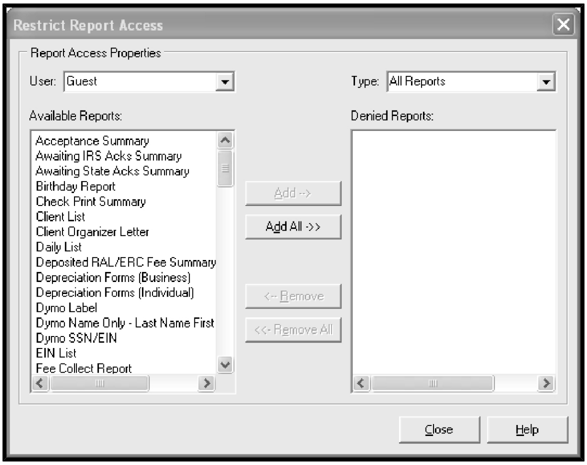
The **Admin** user has the ability to restrict access to the reports in TaxWise for each user.

The **Admin** user can also restrict report access for custom reports created for your office.

To restrict access to reports, use the following steps:

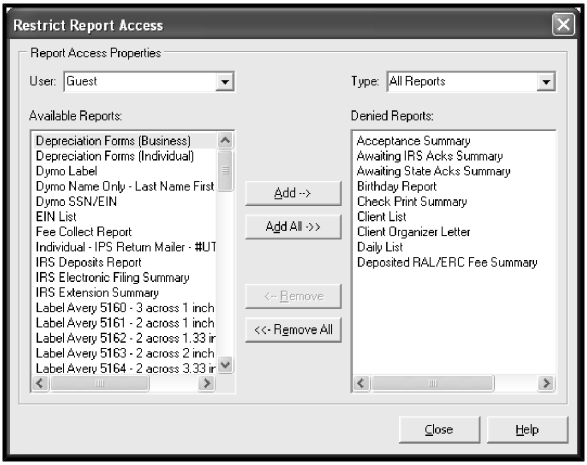
1. Log in to TaxWise as the **Admin** user.
2. Click the **Tools** menu and select **Restrict Report Access**.

TaxWise displays the **Restrict Report Access** window:



3. Click the drop-down arrow beside **User:** to select the user for which you want to limit report access.
4. Click the drop-down arrow beside **Type:** to select the type of reports for which you want to limit access. The list of available reports will change based on the type of reports selected.
5. Select the reports in the **Available Reports** column for which you wish to limit access and click the **Add** button. If you wish to limit access for all reports, click the **Add All** button.

   TaxWise moves the report(s) to the **Denied Reports** column:

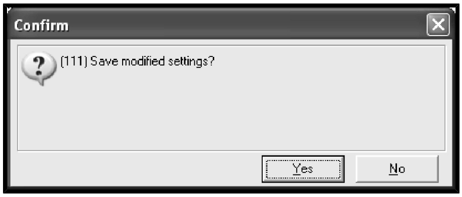


6. To grant access to previously denied reports, select the reports in the **Denied Reports** column for which you wish to grant access and click the **Remove** button. If you wish to grant access for all reports, click the **Remove All**

button.

7. Once you have finished with your changes, click the **Close** button.

   TaxWise displays a message box similar to the following:



8. Click **Yes** to save settings and apply your changes.

Once the **Admin** user limits report access for users, the user will not see denied reports in the list of available reports on the **Select a Report to Print** window. All available reports will still be shown in the **Select a Report to Print** window.

Chapter 6

Using Return Explorer

You can use Return Explorer to move, rename, and delete tax returns and copy, move and delete other files. The admin user can copy and/or move files on the system to another. All other users can only select their files in their own user sub-directories and copy or move the files to another location on the system.

Opening Return Explorer

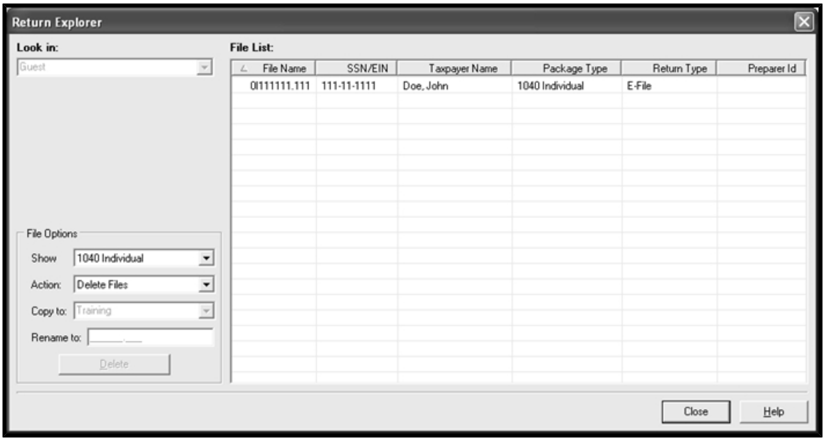
To open **Return Explorer**, use the following steps:

1. Click the **Tools** menu and select **Utilities/Setup Options**.

   TaxWise displays the **Utility**.

2. Click the **File** menu and select **Return Explorer**.

TaxWise displays the **Return Explorer** dialog box:



Return Explorer

When you log in as the **Admin** user, you have access to files in all other users. If you are logged in as any other user, you have access to perform operations on only those files belonging to that user.

The following table describes the actions you can perform in **Return Explorer**:

Action	Description
Copy Files to Another Location	This action allows you to copy **Tax Form Defaults**, **Private Forms lists**, **Print Packet Forms lists**, **History lists**, and **User-Defined History lists**. You cannot copy tax returns to another user. The Admin user can copy any type of user file except tax returns.
Delete Files	This action allows you to delete tax returns and other files. When you delete a file, you cannot recover it. TaxWise does not copy it to the Windows Recycle Bin or any other location on your computer. If you are deleting tax returns to free up hard drive space, make sure you have at least one good backup copy of the returns you want to delete.
Move Files to Another Location	This action allows you to move tax returns and other files from one user to another. When a file is moved it is no longer available in the original location.
Rename a Return	This action allows you to change the file name of an existing tax return. TaxWise automatically puts a two-character code at the beginning of a tax return. This file name indication shows the tax year and tax package. When you rename a return, do not type this code as part of the new file name.

The following table describes some of the file types you can copy, move, or delete in **Return Explorer**:

File Type	Description
Tax Form Defaults	The file name consists of 11 characters in the following format: Number (tax year) + one character (tax package) + six zeros (remaining file name info) + three zeros (extension) Example file name: 0I000000.000, where the 0 represents tax year 2010 and the I represents the 1040 individual package. The tax package can be identified as follows: **I** – Individual (1040), **C** – Corporate (1120), **S** – S-Corporate (1120S), **P** – Partnership (1065), **F** – Fiduciary (1041), **G** – Gift Tax (709), **E** – Estate Tax (706), **X** – Exempt Organization (990), **B** – Employee Benefits (5500), **M** – Miscellaneous, **U** – Puerto Rico Individual, **R** – Puerto Rico Corporaciones, **D** – Puerto Rico Sociedades
History	The .DAT extension identifies the **History List** built from like fields as returns are prepared. Example file name: HISTORY.DAT
Packet Form Lists	The .PFL extension identifies the **Packet Form List** files. Example file name: Federal.PFL
User-defined History Lists	The file name consists of 11 characters in the following format: Number (tax year) + one character (tax package) + UserList (remaining file name info) + .uhl (extension) Example file name: 0IUserList.uhl, where the 0 represents tax year 2010 and the I represents the 1040 individual package.
Private Forms	The .PDF extension identifies the **Private Forms** list files. The .PFU extension identifies user created **Private Forms** list files. Example file name: I1040A.pfd (forms for 1040A returns)
Tax Returns	The file name consists of 11 characters in the following format: Number (tax year) + one character (tax package) + the name you gave the return (remaining file name info) + next three characters of the name you gave the return. Example file name: 0IMarySmith, where the 0 represents tax year 2010, and the I represents the 1040 individual package, and the remaining nine characters represent the file name you gave the return.

Copy Files to Another Location

This action allows you to copy **Tax Form Defaults**, **Private Forms lists**, **Print Packet Forms lists**, **History lists**, and **User-Defined History lists**. You cannot copy tax returns to another user. The Admin user can copy any type of user file except tax returns.

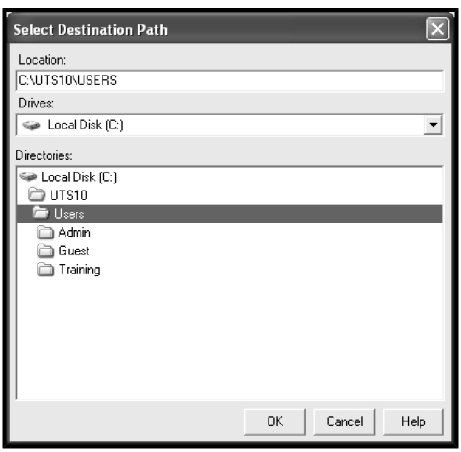
To copy files to another location, use the following steps:

1. If you are logged in as the Admin user, select the user name containing the file(s) you want to select from the **Look in** drop-down list.

The Admin user can select from any user name. Other user names will be able to select files only from their own user folder and the **Look in** drop-down list will be grayed out.

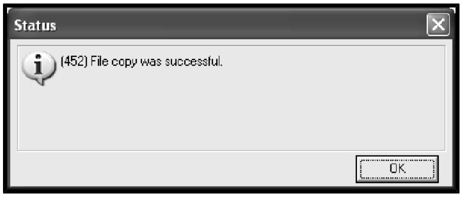
2. In the **Show** box, click the arrow to display a list of file types. Select the type of file you are looking for. To display all files, select **All**. The files of the type you selected will appear in the **File List**.
3. In the **Action** box, select **Copy Files to Another Location**.
4. Select the file(s) you wish to copy from the **File List**. To select all files press **Ctrl+A**. To select sequential files, click the first file, hold down the **Shift** key, then click the last file. To select non-sequential files, click the first file, hold down the **Ctrl** key, then click the other files.
5. Select the user name to which you wish to copy the files from the **Copy to** drop-down list.
6. To copy files to a location other than to a user folder, click the **Browse** option from the **Copy to** drop-down list.

   TaxWise displays the **Select Destination Path** dialog box:



7. Navigate to the location where you wish to save the file(s) and click **OK**.
8. Click the **Copy** button at the bottom left of the **Return Explorer** window.

TaxWise displays a status message:



Delete Files

This action allows you to delete tax returns and other files. When you delete a file, you cannot recover it. TaxWise does not copy it to the Windows Recycle Bin or any other location on your computer. If you are deleting tax returns to free up hard drive space, make sure you have at least one good backup copy of the returns you want to delete.

To delete files, use the following steps:

1. If you are logged in as the Admin user, select the user name containing the file(s) you want to select from the **Look in** drop-down list.

The Admin user can select from any user name. Other user names will be able to select files only from their own user folder and the **Look in** drop-down list will be grayed out.

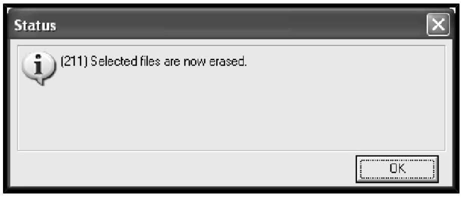
2. In the **Show** box, click the arrow to display a list of file types. Select the type of file you are looking for. To display all files, select **All**. The files of the type you selected will appear in the **File List**.
3. In the **Action** box, select **Delete Files**.
4. Select the file(s) you wish to delete from the **File List**. To select all files press **Ctrl+A**. To select sequential files, click the first file, hold down the **Shift** key, then click the last file. To select non-sequential files, click the first file, hold down the **Ctrl** key, then click the other files.
5. Click the **Delete** button at the bottom left of the **Return Explorer** window.

You will be asked to confirm that you want to delete the files. If you answer Yes the files are immediately deleted. They are not sent to the Windows Recycle Bin and cannot be recovered.

TaxWise displays a confirmation window:

6. Click **Yes** to delete the file(s) or **No** to stop the process.

If you click Yes, TaxWise displays a status message:



Move Files to Another Location

This action allows you to move tax returns and other files from one user to another. When a file is moved it is no longer available in the original location.

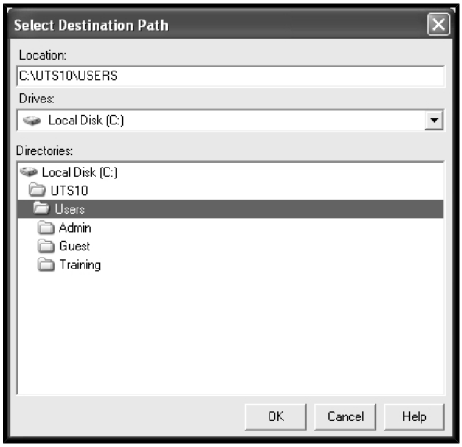
To move files to another location, use the following steps:

1. If you are logged in as the Admin user, select the user name containing the file(s) you want to select from the **Look in** drop-down list.

The Admin user can select from any user name. Other user names will be able to select files only from their own user folder and the **Look in** drop-down list will be grayed out.

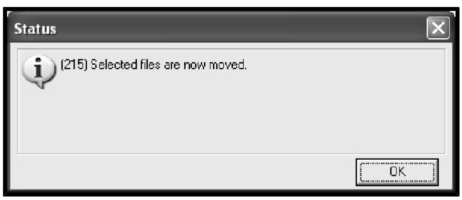
2. In the **Show** box, click the arrow to display a list of file types. Select the type of file you are looking for. To display all files, select **All**. The files of the type you selected will appear in the **File List**.
3. In the **Action** box, select **Move Files to Another Location**.
4. Select the file(s) you wish to move from the **File List**. To select all files press **Ctrl+A**. To select sequential files, click the first file, hold down the **Shift** key, then click the last file. To select non-sequential files, click the first file, hold down the **Ctrl** key, then click the other files.
5. Select the user name to which you wish to copy the files from the **Move to** drop-down list.
6. To move files to a location other than to a user folder, click the **Browse** option from the **Move to** drop-down list.

TaxWise displays the **Select Destination Path** dialog box:



7. Navigate to the location where you wish to save the file(s) and click **OK**.
8. Click the **Move** button at the bottom left of the **Return Explorer** window.

   TaxWise displays a status message:



Rename a Return

This action allows you to change the file name of an existing tax return. TaxWise automatically puts a two-character code at the beginning of a tax return. This file name indication shows the tax year and tax package. When you rename a return, do not type this code as part of the new file name.

To rename a return, use the following steps:

1. If you are logged in as the Admin user, select the user name containing the file(s) you want to select from the **Look in** drop-down list.

The Admin user can select from any user name. Other user names will be able to select files only from their own user folder and the **Look in** drop-down list will be grayed out.

2. In the **Show** box, click the arrow to display a list of file types. Select the type of file you are looking for. To display all files, select **All**. The files of the type you selected will appear in the **File List**.
3. In the **Action** box, select **Rename a Return**.

4. Select the file you wish to move from the **File List**. You can only select one file at a time.
5. Enter the new name for the return in the **Rename to** box.
6. Click the **Rename** button at the bottom left of the **Return Explorer** window.

   TaxWise displays a status message:

Chapter 7

Working with Tax Returns

From beginning to end TaxWise is built to save you valuable time, that you can use to be more productive and increase your business. TaxWise uses state of the art programming and software tools to minimize the amount of time required to build a return, from getting started to sending off the final product to the IRS.

Getting Started

TaxWise integrates Federal and state tax preparation in all packages. Information flows automatically from the Federal return to the state return.

- **In the 1040 Individual package**, TaxWise integrates Federal and state electronic filing and bank products into the tax preparation process.
- **In the 1065 Partnership**, **1120 "C" Corporation**, **1120 "S" Corporation**, **1041 Fiduciary**, and **5500 packages**, TaxWise integrates federal electronic filing into the tax preparation process.
- **Each client's custom letter and/or slip-sheet** and invoice are included in his tax return file, but only if added in defaults.

When you finish entering all information into a tax return that you will file electronically, you can immediately run diagnostics and create the electronic file (e-file). To transmit one or more e-files, use the **Send Federal/State Returns** command on either the home page or the **Communications** menu.

You can prepare an unlimited number of tax returns in the Federal and state packages you purchase. You can also prepare returns in other Federal and state packages on a pay-per-return basis. When you enter a state abbreviation for a state you have not licensed, or

when you attempt to start a return in a package you have not licensed, TaxWise prompts you to order a pay-per-return.

Before you prepare any live returns, you should log in as the **Admin** user and perform the following tasks:

- Edit your **Tax Form Defaults** for each tax package you plan to use.
- Edit your **Print Packets**.
- Create all the groups and user names for your office.
- Run the **Carry Forward Prior Year Data** command on the **Tools** menu.
- Flag any clients for whom you want to be alerted to specific data.

Remember, anytime you need help in TaxWise, you can:

- Press the **F1** key for TaxWise Help.
- Press the **Shift+F1** keys for IRS instructions.
- Press the **Shift+F1** keys while you are in a state form for state instructions
- Access the **TaxWise Knowledge Base** on the Customer Support Site, for which you need an active Internet connection.

Carrying Forward Prior Year Data

The **Carry Forward Prior Year Data** command allows you to bring forward information from last year’s return into the current year’s return. You do not have to retype information that remains the same year after year.

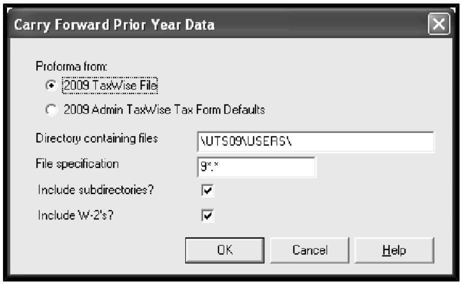
The **Carry Forward Prior Year Data** command pulls data from last year’s return into a file that is readable by the current version of TaxWise. When you start a new return for a client, TaxWise displays a message that indicates prior year data exists. You can load the prior year data into the tax return at that time.

Your 2009 TaxWise returns must be on your system, and you must know on which drive you saved the returns if it is different from the drive on which you installed TaxWise 2010.

To carry forward prior year data, use the following steps:

1. Click the **Tools** menu, point to **Carry Forward**, and select **Prior Year Data**.

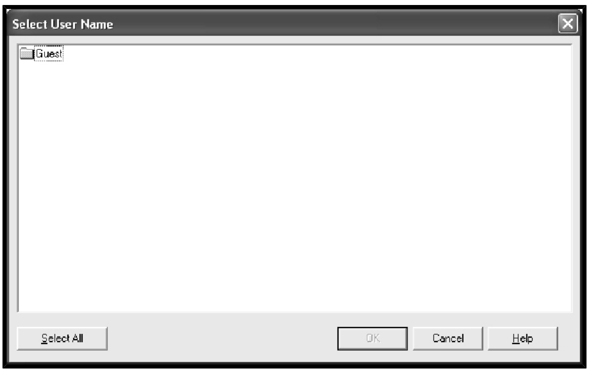
TaxWise displays the **Carry Forward Prior Year Data** dialog box:



If the previous year TaxWise files are located on a directory different than the current year of TaxWise, enter the drive letter and a colon in the Directory containing files box (i.e. D:\UTS09\USERS).

2. Click **OK**.

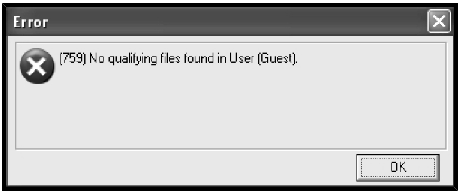
   TaxWise displays the **Select User Name** dialog box:



If TaxWise displays a message box indicating that you did not select a user and it is exiting the process, check to make sure that the **Directory containing files** box contains the correct information.

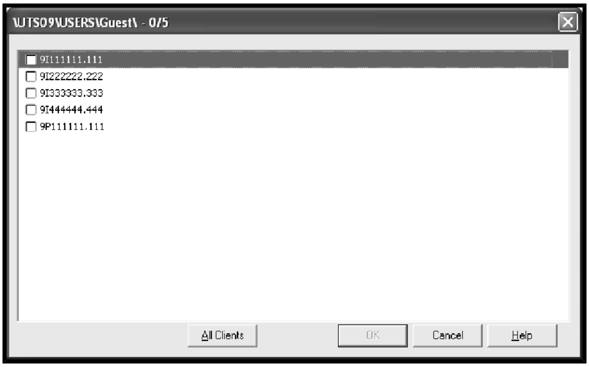
3. Press and hold the **Ctrl** key while you select the user names whose return information you want to carry forward.
4. Click **OK**.

If there are no returns in one of the users names you selected, TaxWise displays the following message:



5. Click **OK**.

TaxWise displays a list of returns from the first user name you selected:



Notice the Title bar shows the path with the User Name and in the example above, 0/5 represents no returns have been selected out of three returns.

6. Do one of the following:

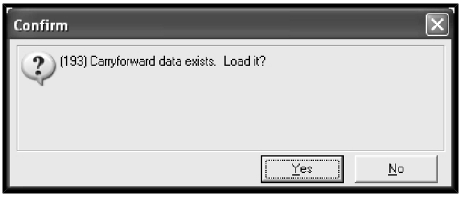
- Click **All Clients** to carry forward the prior year data for all of the clients for whom your office prepared tax returns under this user name, click **OK**.
- Press and hold the **Ctrl** key while you select the specific returns you want to carry forward, and click **OK**. TaxWise displays the list of returns for the next user name you selected. Repeat this process for all the users you selected.

When you finish selecting returns, TaxWise processes your request and displays a dialog box similar to the following:

7. Click **OK**.

Loading Prior Year Data into a Current Tax Return

Each time you start a new return TaxWise searches for prior year data that has been carried forward to the current year. If the prior year data exists for the SSN you entered, TaxWise displays a dialog box similar to the following:



Do one of the following:

- Click **Yes** to load the data into the new return.
- Click **No** to start the return without loading the data.

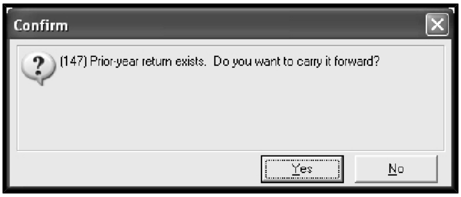
Prompt if Return not Carried Forward

TaxWise has the ability to alert you if a return was created last year but has not been carried forward for this year.

1. To enable this functionality, select the **Prompt if Return not Carried Forward** check box on the **Enter Social Security Number** dialog box that opens when you click **Start a New Return** from the TaxWise home page.

2. Enter the Social Security number in the SSN field.
3. TaxWise scans the prior year directory to see if a return with this SSN existed.

   If a prior year return is found, TaxWise displays a confirmation box:



4. If you select **Yes**, TaxWise carries forward the prior year information and opens a new return in the current year.
5. If you select **No**, TaxWise allows you to start the return as you normally would.

Copying Data from One Computer to Another

To copy data you have carried forward from one computer to another, you must copy the files to a removable disk and then copy them to the UTS10\Proforma folder on the second computer.

To copy data from one computer to another, use the following steps:

1. Insert some form of removable media into the appropriate drive of your computer.
2. Follow the steps to carry forward the data on the computer where the returns are located.
3. On the same computer, click the **Tools** menu and click **Utilities/Setup Options**.

   TaxWise displays the **Utility**.

4. Click the **File** menu and click **Copy Proforma Files**.

TaxWise displays the **Select Proforma Directory** dialog box.

5. Select the drive from which you are copying from the **Drives** drop-down list.
6. Select the folder from which you are copying from the **Directories** list.

The default location is UTS10\Proforma.

7. Click **OK**.

   TaxWise displays the **Select Proforma Destination** dialog box.

8. Select the removable media or other desired drive form the **Drives** drop-down list.

TaxWise cannot copy files to a CD unless it is formatted as a Direct CD. You must use a CD-RW, meaning that it must have read-write capabilities.

TaxWise copies the proforma files to the location you specified and displays the following message:

9. Click **OK** or **Cancel** to return to the **Utility**.
10. If you clicked **OK**, remove the removable media, carry it to the second computer, and insert it into the appropriate drive.
11. Start TaxWise and log in.
12. Click the **Tools** menu and click **Utilities/Setup Options**.

    TaxWise displays the **Utility**.

13. Click the **File** menu and click **Copy Proforma Files**.

    TaxWise displays the **Select Proforma Directory** dialog box.

14. Select the drive from which you are copying from the **Drives** drop-down list.
15. Select the folder from which you are copying from the **Directories** drop-down list.
16. Click **OK**.
17. Select the location to which you want to copy the files. For example, X:\UTS10\PROFORMA, where X is the correct drive letter.

You do not have to select the files you want to copy.

18. Click **OK**.

TaxWise copies the Proforma files to the new location.

Flagging Last Year's Clients

TaxWise provides a way to flag the Social Security number of specific clients for last year. This feature is useful in providing helpful information to your preparers as they work with your clients. For example, you might want to flag a client who still owes preparer fees or who applied for a RAL that was not approved and thus became an ERC last year.

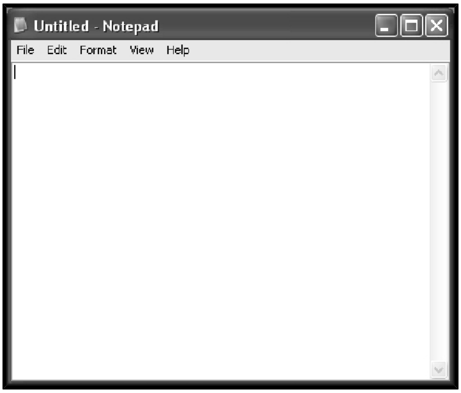
To flag specific SSNs, you must create a text file and save it in the UTS09\Proforma subdirectory called Flips.09. The file simply lists the SSNs of the clients you want to flag and message that you write about that client.

You can use any text editor to create the file. The following instructions and illustrations use Windows Notepad, but the steps are the same for other text editors.

To flag last year's clients, use the following steps:

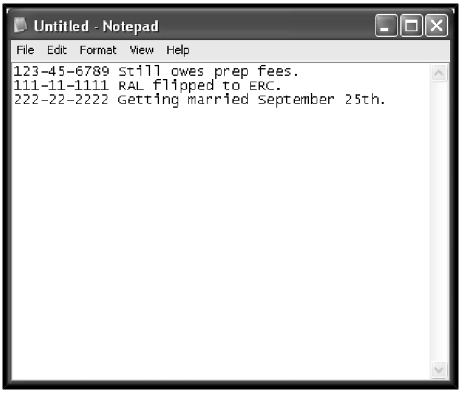
1. Click the **Start** button on the **Taskbar**, point to **All Programs**, point to **Accessories**, and click **Notepad**.

   Windows launches **Notepad**:



2. Type the SSN for each client you want to flag, followed by a message that identifies why you flagged the SSN.

The following illustration shows an example of how your list might look:



Enter one SSN per line, include dashes in the SSN, and remember that the message must be to the right of the SSN.

3. Click the **File** menu and click **Save**.

   Notepad displays the **Save As** dialog box.

4. Navigate to the UTS10\PROFORMA folder, type “flips.09” in the **File name** box, and click **Save**.

You must include the quotation marks to prevent Notepad from adding a *.txt extension to the file name.

When you start a new return for a SSN you flagged, TaxWise displays a message box similar to the following:

5. Click **OK** to continue with the return.

TaxWise only displays this message when you start the return. It does not display it again if you re-open the return for editing.

You can edit the Flips.09 file at any time to add or remove SSNs.

Starting a New Return

Before starting a new return, make sure you are in the correct year and tax package and logged in properly by looking at the Title bar, as illustrated below:

This information includes steps and illustrations for the 1040 individual package. Some steps and illustrations may vary slightly, depending on the package you use.

To start a new return, use the following steps:

1. Do one of the following:
   - Click the **Start a New Return** link on the home page.
   - Click the **File** menu and click **Start a New Return**.
   - Press the **Ctrl+N** keys.

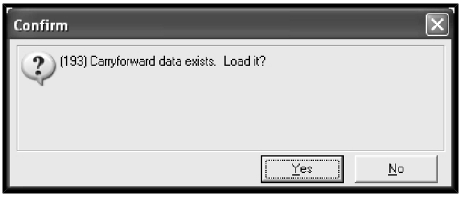
   TaxWise displays the **Enter Social Security Number** dialog box:

2. Enter the primary Social Security Number for the tax return in the **SSN** box and press the **Tab** key.

It is critical that the SSN be correct. Incorrect SSNs delay taxpayer refunds.

3. Enter the SSN again in the **Re-key SSN** box and click **OK**.

If you carried forward prior year data for the SSN, TaxWise displays a message box similar to the following:

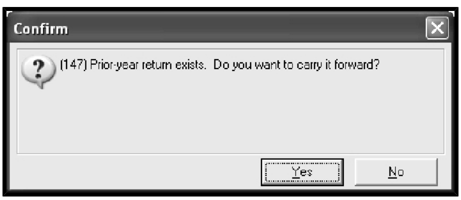


4. Click **Yes** to load carry forward data.

If there is carry forward data and you select **Yes** to load it, the return loads at this point and you do not have to re-key the SSN.

By default, the **Use SSN to name file** feature is enabled. If this check box remains selected, TaxWise automatically inserts the SSN in the **File name** box. If this check box is de-selected and the feature is disabled, you must enter a different file name in the **File name** box.

By default, the **Prompt if Return not Carried Forward** feature is disabled. If this check box remains deselected, you will not receive a prompt when starting a new return with a taxpayer SSN that was used in a return last year, but not carried forward. If this check box is selected and the feature is enabled, you will be prompted when you start a new return with a taxpayer SSN that was used last year.



5. Click **Yes** to carry forward and load data into the new return.

TaxWise displays the Main Information Sheet in the workspace.

Working with the Main Information Sheet

If the package includes a Main Information Sheet, you must complete it first – before proceeding to any other form in the return. The information you enter on the Main Information Sheet carries to other areas in the return.

Immediately after you complete the Main Information Sheet, complete all the income statements for your return, such as W-2, K-1, 1099-R, or 1099-G. Then complete other supporting forms and schedules.

Self-Select PIN Method

The Self-Select PIN method allows taxpayers to electronically sign their e-file tax returns by entering a five-digit PIN. The five-digit PIN can be any five numbers except

all zeros. The Self-Select PIN method requires the entry of each taxpayer's date of birth and prior year original adjusted gross income, which are used to authenticate the taxpayer.

The following taxpayers are NOT eligible to use the Self-Select PIN:

- Primary taxpayers under age 16 who have never filed
- Secondary taxpayers under age 16 who did not file in the immediate prior year

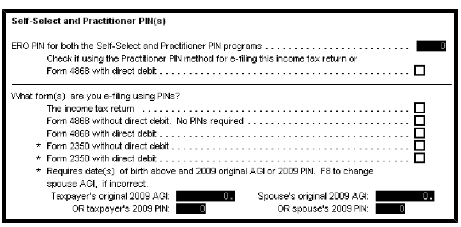
Taxpayers required to file the following forms which must be attached to Form 8453:

- Form 1098C, Contributions of Motor Vehicles, Boats, and Airplanes
- Form 3115, Application for Change in Account Method
- Form 3468, Computation of Investment Credit
- Form 4136, Credit for Federal Tax Paid on Fuels
- Form 5713, International Boycott Report
- Form 8283, Non-Cash Charitable contributions (if using Part B)
- Form 8332, Release of Claim to Exemption for Children of Divorced or Separated Parents
- Form 8858, Information Return of U.S. Persons with Respect to Foreign Entities
- Form 8864, Biodiesel and Renewable Diesel Fuels Credit
- Form 8885, Health Care Insurance Credit for Eligible Receipts
- Schedule D transaction listing
- Copy of Divorce or Separation Agreement
- Revenue Procedure 2009-20 (Ponzi loss)

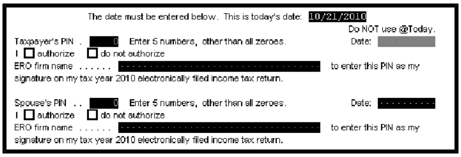
Entering Self-Select PIN Information

To enter Self-Select PIN information, use the following steps:

1. On the Main Information Sheet, enter the ERO PIN in the **Self-Select and Practitioner PIN(s)** section.



2. Select the form you are e-filing using the PIN.
3. Enter the taxpayer's original 2009 AGI or 2009 PIN and press the **Tab** key.
4. If necessary, enter the spouse's original 2009 AGI or 2009 PIN and press the **Tab** key.



5. The taxpayer and spouse MUST enter their PINs.
    - The practitioner may **NOT** enter a PIN for a taxpayer using the Self-select method.
    - The taxpayer must complete and sign Form 8879, IRS e-file signature Authorization, BEFORE the return is transmitted. Form 8879 must be kept on file for three years.
6. Enter the current date.

Do NOT use @t/od/ay.

Practitioner PIN Method

The Practitioner PIN method offers another signature option for use in preparing and transmitting Forms 1040, 1040A, and 1040-EZ. This method also allows taxpayers to sign their return using a five-digit PIN they select. It does not require entry of the taxpayer's date of birth and prior year original adjusted gross income.

There is no age restriction on who can use the Practitioner PIN method; everyone is eligible.

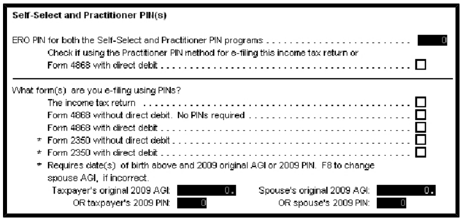
Taxpayers who are required to file the following forms must attach them to Form 8453:

- Form 1098C, Contributions of Motor Vehicles, Boats, and Airplanes
- Form 3115, Application for Change in Account Method
- Form 3468, Computation of Investment Credit
- Form 4136, Credit for Federal Tax Paid on Fuels
- Form 5713, International Boycott Report
- Form 8283, Non-Cash Charitable contributions (if using Part B)
- Form 8332, Release of Claim to Exemption for Children of Divorced or Separated Parents
- Form 8858, Information Return of U.S. Persons with Respect to Foreign Entities
- Form 8864, Biodiesel and Renewable Diesel Fuels Credit
- Form 8885, Health Care Insurance Credit for Eligible Receipts
- Schedule D transaction listing
- Copy of Divorce or Separation Agreement
- Revenue Procedure 2009-20 (Ponzi loss)

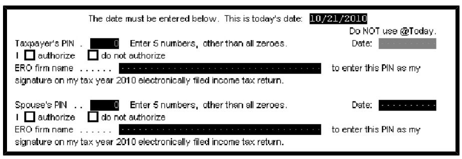
Entering Practitioner PIN Information

To enter Practitioner PIN information, use the following steps:

1. On the Main Information Sheet, enter the ERO PIN in the **Self-Select and Practitioner PIN(s)** section.



2. Select the check box for the **Practitioner PIN** method.
3. Select the form you are e-filing using the PIN.



4. Allow the taxpayer and spouse to enter their PINs or enter the PINs yourself.

If the taxpayer agrees, it is acceptable for the tax preparer to assign and enter the taxpayer PIN. The taxpayer must complete and sign Form 8879, IRS e-file signature Authorization, BEFORE the return is transmitted. Form 8879 must be kept on file for three years.

5. Enter the current date.

Do NOT use @t/od/ay.

Working with Forms

If you need to add a form to your return, you can do so by using one of several methods:

- While your cursor is in a tax form entry, click the **QuickLink** icon or press the **F9** key to link the form from which the entry's data carries.
- Click the **Add Form/Display Form List** tab in the workspace to open the **Find a form** list.
- Press the **Ctrl+F10** keys to open the **Find a form** list.
- Press the **Shift+F10** keys to create a new, blank copy of the form that is already open in the workspace.
- Click the **Copy This Form** tab in the workspace to create a new, blank copy of the form that is already open in the Workspace.
- Right-click and select either **Add Form/Display Form List** or **Copy (current form)** from the shortcut menu.

You can only do this for forms that allow more than one copy.

Adding a Form from the Find a Form List

To add a form from the **Find a form** list, use the following steps:

1. Do one of the following:
   - Press the **Ctrl+F10** keys.
   - Click the **Add Form/Display Form List** tab in the Workspace.

   TaxWise displays the **Find a form** list.

2. Type the shortcut for the form in the **Look for** box and press the **Enter** key.
   - For a numbered form, such as Form 2441, type the form number and press the **Enter** key. For a lettered form, such as Schedule A, type the form letter (**A** in this case) and press the **Enter** key. In most cases, you only need to type one or two digits to find and select the form.
   - You can view a complete list of shortcuts in the **Shortcut** column of the **Find a Form** list. The shortcut keys are highlighted in blue text.
   - You can also sort by clicking the **Type** or **Description** column. For example, if you do not know the form number but you know the description, click the **Description** column. The **Look for** box sorts by description.
   - If you cannot find the form you need, click **Can't find it? Try Form Filter List** and search for the form. For more information on using the **Form Filter**, refer to TaxWise Help.
3. Double-click the form to add the form to the current return.

Adding a New, Blank Copy of an Open Form

When you complete a form, such as a W-2, in the workspace and you need to add a new, blank copy to that form, do one of the following:

- Press the **Shift+F10** keys.
- Click the **Copy This Form** tab.
- Click the **Forms** menu and click **Copy [Form Name]**.
- Right-click on a form and select **Copy [current form]** from the shortcut menu.

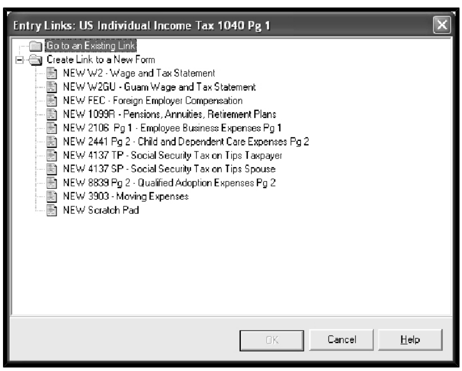
TaxWise opens the form in the workspace.

Some forms, such as the Main Information Sheet and the 1040 cannot be duplicated.

Linking to a Form

You can add forms to a return by linking from the entry to which the form’s data will carry. For example, to open Form W-2, click the **QuickLink** icon or press the **F9** key while your cursor is on line 7 of Form 1040.

TaxWise displays the **Entry Links** dialog box:



Select **NEW W2** from the list and click **OK**.

- Most of the time, regardless of how you open most forms, the data you enter carries to the correct line of the tax return. However, the recommended method is to link the form since there are some instances that require linking. An example would be when entering depreciation and depreciation worksheets.
- You can also right-click inside a form entry and click **Link** in the shortcut menu.

Working with Child and Parent Forms

You can open most tax forms either by linking or by selecting the form directly from the **Find a Form** list.

There are a few forms for which you must establish the link from the parent form to the child form in order for TaxWise to use the data correctly. These include, but are not limited to the forms described in the following table:

Child Form	Parent Form(s) to which it must link
1099-Misc (Miscellaneous Income)	Schedule C Schedule C-EZ Form 1040 Schedule E Schedule F Form 8919 TP Form 8919 SP Form 1040NR Form 4835
Form 4562 (Depreciation)	Schedule C Schedule E Schedule F Form 4835 Form 2106 Form 2106EZ K-1 P/S 4562 summary
Depreciation Worksheets	Form 4562 Form 4797 Form 4835 Form 6252 Schedule A Schedule C Schedule F 4562 summary
Form 4852 Substitute W-2 1099-R	Form W-2 Form 1099-R
Form 6198 (At Risk Losses)	Schedule C Schedule E Schedule F Form 4835 K-1 P/S
Form 8829 (Business Use of Home)	Schedule C Form 4684

Each preparer has a preferred method of opening forms. Some prefer to open forms from the **Find a form** list, while others prefer to open a primary tax form (1040, 1120, etc.) and work their way down each line of the form, linking to supporting forms as they go. TaxWise recommends linking to supporting forms to ensure everything carries to the proper forms. Instructions for both methods are included on the following pages.

Switching to a Different Parent Form

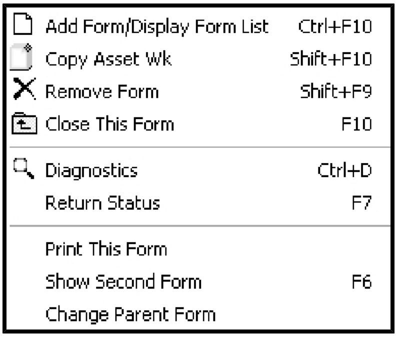
In some cases, you may want to link a child form to a different parent form. In this example, we will use an Asset Worksheet.

When you switch an Asset Worksheet from one parent to another, you must choose another appropriate parent form. For example, you could move an Asset Worksheet from one Form 4562 to another.

To switch an Asset Worksheet to a different parent form, use the following steps:

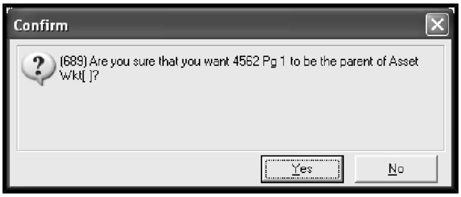
1. In the Tree, right-click the Asset Worksheet for which you want to change the parent form.

   TaxWise displays a shortcut menu similar to the following:



2. Click **Change Parent Form**.
3. TaxWise changes the cursor allowing you to select a different parent form in the tree.

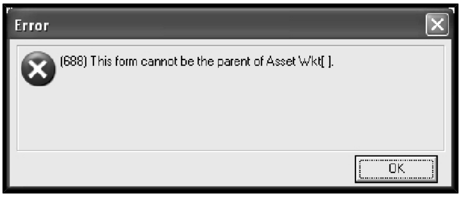
   Once you select a new parent form in the tree, TaxWise displays a message box similar to the following:



4. Click Yes.

TaxWise moves the Asset Worksheet to the new parent form.

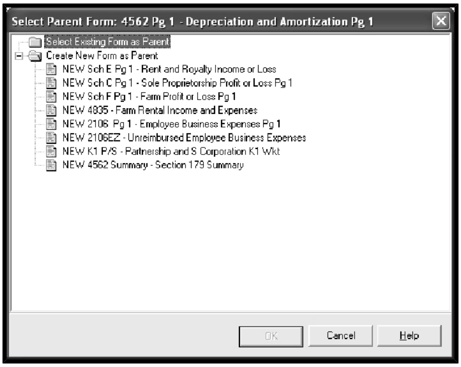
When you perform this procedure for an Asset Worksheet, TaxWise does not allow you to select a parent form to which depreciation does not apply. If you select a form that cannot be the parent form, TaxWise displays a message box similar to the following:



Opening and Linking a Form from Find a form

When you double-click one of these forms from the Find a form list, TaxWise displays a list of possible parent forms to which you can link.

In the example below, TaxWise displays the possible parent forms for Form 4562:



Select the parent form you want to use and click **OK**. TaxWise adds both the parent form and the child form to the return and opens the child from in the workspace. TaxWise carries the totals from the child form to the parent form you selected.

Opening a Form by Linking

At times, you may want to open forms by linking from the parent form to the child form, rather than by selecting a child form from the **Find a Form** list.

There are three ways you can open a child form by linking:

- Click the **QuickLink** icon next to the entry on the parent form
- Press the **F9** key
- Right-click an entry and selecting **Link** from the shortcut menu

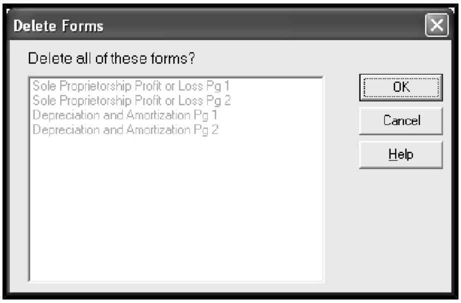
Removing a Form

To remove an unnecessary form from a return, use the following steps:

1. Open the form you want to remove.
2. Do one of the following:
   - Press the **Shift+F9** keys
   - Click the **Remove Form** tab in the workspace
   - Right-click on the form and select **Remove Form** from the menu that displays

TaxWise removes the form and returns you to the **Find a form** screen.

If you have attached scratch pads or supporting forms, TaxWise displays a message window that lists the forms that will be removed and gives you the option to cancel the removal:



Sometimes you cannot remove a form. For example, if you used the Interview form and the answer to a question on the Interview caused TaxWise to load a particular form in the return, you cannot delete the form until you change the answer on the Interview form.

Similarly, if you marked an entry on one form that caused TaxWise to load a different form in the return, you cannot remove the second form until you change the entry in the first form. For example, if you select the **Dependent Care** check box for a dependent on the Main Information Sheet, TaxWise loads Form 2441. You cannot remove Form 2441 as long as the **Dependent Care** check box remains selected.

Moving Around in a Form

The following table describes the keyboard shortcuts you can use to navigate a form in TaxWise:

Key(s)	Moves you to the...
Ctrl+E	Next required entry
Enter **Tab** **Right arrow**	Next entry
Shift+ Enter **Shift+Tab** **Left arrow**	Previous entry
Ctrl+Home	First entry on the current page
Ctrl+End	Last entry on the current page
Home	First character in the current entry
End	Last character in the current entry
Ctrl+ Page Down	Next form in the Tree
Ctrl+ Page Up	Previous form in the Tree
Page Down	Next section of the page, or at the bottom of the page, opens the next page
Page Up	Previous section of the page, or at the top of the page, opens the previous page

You can also use the mouse to click the field to which you want to go.

Scrolling Through the Forms in a Return

There are four ways you can use the keyboard to scroll through the forms in a return:

- Click a form in the workspace, and press the **Ctrl+Page Down** keys to open the next form listed in the Tree or press the **Ctrl+Page Up** keys to open the previous form.
- Click in the Tree, and press the **Down** arrow key to move down the Tree and open forms as you go, or press the **Up** arrow key to move up the Tree and open forms as you go.
- Click in the Tree and type the first character of the form you want to open. Press the same character again to move to the next form that starts with the same character.
- Press the **Shift+Page Up** keys or the **Shift+Page Down** keys to open each page of a single form.

You can also use the mouse to scroll through the forms:

- Click a form in the Tree to open it.
- If a form has a plus sign (+) beside it, click the plus sign to view the additional pages or supporting forms.
- If a form has a minus sign (-) beside it, click the minus sign to hide the additional pages or supporting forms.
- Click the **Prev Form** and **Next Form** buttons on the toolbar to scroll through the forms listed in the Tree.

Saving Returns

You should save your return frequently by pressing the **F2** key. This command saves data entered up to that point. When you close a return, TaxWise automatically saves your data. You do not have the option to close a return without saving it.

Saving frequently protects the data in the event your computer should lose power while you are preparing a return.

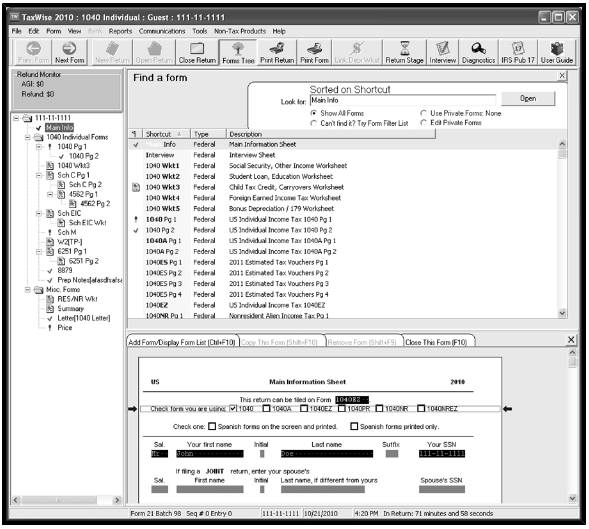
Viewing Two Forms at One Time

There are times when you may want to look at two forms at the same time to see how a change to an amount on one form affects the other, when you want to look at a state and Federal form, or when two states are attached.

To view two forms at once, use the following steps:

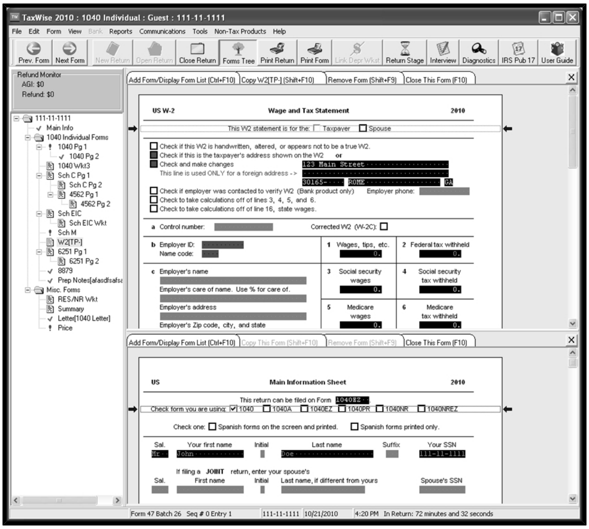
1. Open the first form you want to view.
2. Do one of the following:
   - Press the **F6** key
   - Right-click the first form and click **Show Second Form** on the shortcut menu

TaxWise displays the first form in the bottom half of the Workspace and the **Find a form** list in the top half of the Workspace:



3. Do one of the following:
   - Select the second form you want to open from the **Find a form** list
   - Click the second form you want to open in the Tree

   TaxWise displays the second form in the top half of the workspace:



4. When you finish viewing the second form, do one of the following:

- Press the **F6** key
- Right-click the form you want to remain open and click **Show Second Form** on the shortcut menu

TaxWise closes the second form you opened.

Opening a Local Document in the Workspace

You can open a local document (for example, Pub. 17) while you are working on a form. To do this, use the following steps:

1. Click the **View** menu and click **Go to Web**.

You can also press the **Ctrl+Alt+W** keys to open **Go to Web**.

   TaxWise displays the **TaxWise Web** browser tab.

2. Click the tab you created for you local document (Pub. 17).

   TaxWise displays the document in the Workspace above the form.

3. To close the document, click the **View** menu and click **Go to Web** or press **Ctrl+Alt+W**.

Working with Entries

Completing Entries on a Form

The following list describes several tips and shortcuts that help you complete entries on TaxWise forms:

- TaxWise rounds dollar amounts on IRS forms to the nearest whole dollar. The IRS requires whole dollar amounts for e-filing.
- To select a check box, you can either type the letter X or you can click it with the mouse.
- To undo the last action you performed, press the **Ctrl+Z** keys. For example, you can press the **Ctrl+Z** keys to restore a previous entry, if you accidentally delete or change it.
- You can use standard Windows shortcuts to cut (**Ctrl+X**), copy (**Ctrl+C**), and paste (**Ctrl+V**) data in entries.
- Press the **Backspace** key or the **Delete** key to correct typing errors.
- Press the **F5** key from an entry to open the TaxWise calculator. TaxWise copies the results for your calculation into the entry when you press the **Enter** key, and you can close the calculator without copying the results by pressing the **Esc** key.
- Press the **F9** key, right-click an entry and click **Link** on the shortcut menu or click the **QuickLink** button to link to a supporting form.
- Press the **F10** key to take you back to the previous form from which you linked.

- A down arrow to the right of an entry indicates that there is a drop-down list available. You can click the arrow or press the **Spacebar** to display and select from the drop-down list.
- Right-click an entry to select commands from a shortcut menu that offers options relevant to that entry, such as **Link**, **Override**, **Un-override**, or **Estimate**.

Understanding Color Coded Entries

TaxWise uses color-coding to identify types of entries on forms. In the Default view, entries on the Main Information Sheet and other forms are underlined in yellow, green, or red, but the background colors do not vary. In Classic view, entries on the Main Information Sheet and other forms are yellow, green, or red with varying background colors.

The following table describes the default color-coding included with TaxWise:

Color code	Description
Yellow	TaxWise calculates these entries with information from supporting forms. You cannot type data directly into a calculated entry or delete the calculated value unless you override the calculation.
Green	These entries are non-calculated, and you can type data directly into them.
Red	These entries are required for e-filing. TaxWise marks certain entries as required to assist you with preparing a complete and accurate tax return. These entries must be complete for TaxWise to check off the form as "complete" on the list of forms in the Tree. When you type data in a required entry, TaxWise displays the text in green and converts the entry to a non-calculated entry.
Gray underline or red text on a gray background	These entries are calculated entries that have been overridden by the preparer.
White Text on a red background (Classic only)	These entries are entries that have been marked as estimated by the preparer. TaxWise does not check off a form that contains an estimated entry as "complete" on the list of forms in the Tree.
Black text in a yellow block (Classic only)	These entries have scratch pads linked to them. To open the scratch pad, press the **F9** key while you are in the entry.

Working with Calculated Entries

TaxWise calculates many entries on a tax form from supporting forms and schedules in the return or from other entries on the same form. If you try to type an amount in a calculated entry, TaxWise displays a message box indicating that the entry is calculated.

You cannot delete a calculated entry, but you can override it.

Whenever possible, you should correct a calculated entry by correcting the supporting form or schedule.

Be very careful when you choose to override entries. When you override an entry, TaxWise assumes that your entry is correct and that the change is permanent. Any other changes you make in the return that would normally affect that entry will not change it.

To override a calculated entry, use the following steps:

1. Place the cursor in the entry and press the **F8** key or right-click in the entry and click **Override** on the shortcut menu.

TaxWise changes the entry from yellow to red text on a gray background.

2. Type the new amount into the entry and press the **Enter** key.

TaxWise overrides the entry.

TaxWise leaves the entry red on a gray background so that you can easily identify it.

Remember, the data in an overridden entry does not change, even if you later enter data in the return that would ordinarily affect the entry.


To reverse an override and return it to its calculated value, place you cursor in the entry and press the **Shift+F8** keys or right-click the entry and click **Un-override** on the shortcut menu.

Working with Estimated Entries

TaxWise allows you to flag entries as estimated, so that you can easily find them later to correct the data.

To flag an entry as estimated, use the following steps:

1. Type the estimated data in the entry and press the **Enter** key.
2. Move your cursor back to the entry, press the **F3** key, and press the **Enter** key.

TaxWise displays the estimated entry with a red background.

Remember, TaxWise does not consider forms with estimated entries as "complete".

Diagnostics displays a list of all estimated entries in a tax return.

Entering Correct Data in Estimated Entries

To enter correct information in an estimated entry, do one of the following:

- Type the correct data in the entry and press the **Enter** key
- Move the cursor to the entry, and press the **F3** key
- Move the cursor to the entry, and press the **Shift+F3** keys

Pressing the **F3** key turns the estimated status on and off. Pressing the **Shift+F3** keys changes an entry back to its original status and color(s).

Using the Calculator

The built-in calculator works like any standard calculator. Press the **F5** key to open the calculator:

You can also open the calculator by clicking the **Tools** menu and clicking **Calculator**.

If you activate your **Num Lock** key, you can use the numeric keypad for entering numbers, or you can use the mouse to click the number on the screen. Perform your calculations and press the **Enter** key to carry the calculation to the entry from which you started if that field was a non-calculated numeric entry field.

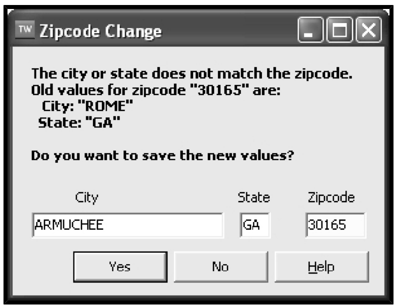
If you do not want to carry the calculation to the entry, press the **Esc** key to close the calculator without saving the data.

Using the ZIP Code Locator

On almost any form with address fields, you can go to a ZIP Code entry, type the ZIP Code, and press the **Enter** key. TaxWise populates the City and State entries automatically.

If TaxWise populates the city and state incorrectly or does not recognize the ZIP code you provided, simply enter the correct name of the city or state in the appropriate field within the form and press the **Enter** key.

TaxWise displays the **Zipcode Change** window:



The city, state, and zip code information you entered on the form will already be entered in the City, State, and Zipcode fields within the Zipcode Change window. You can make changes to these fields if necessary, then click Yes to confirm your changes and save the new values. Changes made to city or state information will apply to all subsequent returns when that zip code is entered.

Working with Statements and Scratch Pads

Using Statements

Some sections of a tax form require more lines than are available on the IRS form. In this case, you must link to a statement and place all entries on it.

For example, Schedule B provides six lines for interest income information. If a taxpayer has more than six payers, you must link to the statement and enter information on all payers on the Interest Received statement. The IRS determines how many items can be listed before a statement must be used. Statements are filed electronically with the tax return.

Some forms in TaxWise indicate that statements are available on entries when needed, as illustrated below on form 1040:

15 a	IRA distributions . . . . Total	0.	
b	Taxable amount . . . . Check if rollover: ☐ and F9 to explain: ☐		0.
16 a	Pensions and annuities . . . . Total	0.	
b	Taxable amount . . . . Check if any amounts were rolled over: ☐		0.
17	Rental real estate, royalties, partnerships, S corporations, trusts, etc		0.

This indictor may be abbreviated as **Stmt Avail** or **F9 for Stmt**.

TaxWise automatically totals all items on a statement and carries the total to the entry from which you linked to the statement.

If you need more lines than the statement provides, you can press the **Shift+F10** keys to duplicate the current statement.

Some commonly used forms that often require the use of statements include:

- Schedule B – more than six interest payers or more than ten dividend payers
- Form 1040, line 21 – more than one source of other income
- 1040, Dependents Section – more than four dependents
- Form 2441 – more than two care providers
- Schedule A, lines 8, 11, 21, 23, and 28 – multiple deductions

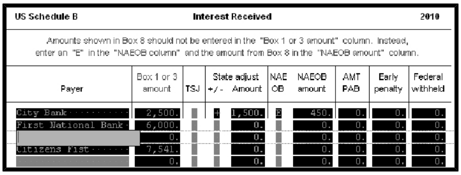
In some cases, using a statement when it is not required may cause e-file errors. Specifically, you should not use the Additional Dependents statement unless you have more than four dependents to list. In addition, do not use a statement to list Other Expenses on Schedules C, E, and F unless you have more items than will fit on the form. However, you can use the Schedule B Interest and Dividend statements regardless of the number of items you must list. Schedule B Interest and Dividend statements have additional fields for state adjustments, penalties, federal withholding, etc., when needed.

Inserting, Deleting, Sorting Lines on Statements

To insert a line between two existing lines, move your cursor to the line below which you want to insert a line and press the **Alt+Insert** keys. TaxWise inserts a line in the space above your cursor.

You can also right-click the line and click **Insert row** on the shortcut menu.

TaxWise inserts a blank line:



US Schedule B — Interest Received — 2010

Amounts shown in Box 8 should not be entered in the "Box 1 or 3 amount" column. Instead, enter an "E" in the "NAEOB column" and the amount from Box 8 in the "NAEOB amount" column.

Payer	Box 1 or 3 amount	TSJ	State adjust +/-	State adjust Amount	NAE OB	NAEOB amount	AMT PAB	Early penalty	Federal withheld
City Bank	2,500.		+	1,500.	E	450.	0.	0.	0.
First National Bank	6,000.			0.		0.	0.	0.	0.
	0.			0.		0.	0.	0.	0.
Citizens Fist	7,541.			0.		0.	0.	0.	0.
	0.			0.		0.	0.	0.	0.

Do not leave a blank line between two items. Blank lines cause calculation errors.

To delete a line, move your cursor to the line you want to delete and press the **Alt+Delete** keys.

You can also right-click the line and click **Delete row** on the shortcut menu.

TaxWise deletes the line and moves up any lines below it.

You can also sort the list of items in either ascending (A-Z, 0-9) or descending (Z-A, 9-0) order. Sort by placing the cursor in a field with an alpha or numeric value. Right click with the mouse, then select either Sort Ascending or Sort Descending. TaxWise bases the sort on the column in which the cursor is located. For example, if the sort is performed with the cursor in the **Description** column, TaxWise sorts the items alphabetically by the first letter of the description. If the sort is performed with the cursor in the **Amount** column, TaxWise sorts the items numerically by their values.

This method also applies to scratch pads and to any section of a form that TaxWise displays in table format, such as the **Payer** section of Schedule B and Schedule E, Part II, page 2.

To sort the items in ascending order, press the **Alt+F9** keys or right-click in an entry and click **Sort Ascending** on the shortcut menu. To sort the items in descending order, press the **Alt+F10 keys** or right-click in an entry and click **Sort Descending** on the shortcut menu.

Using Scratch Pads

You can use a scratch pad when you want to include supporting data for an entry, but there is no statement or supporting form available. The scratch pad provides description and amount entries for 50 items and totals the amounts at the bottom of the form. TaxWise carries the total from the scratch pad to the entry to which it links.

Once you create a scratch pad, TaxWise adds it to the Tree along with the other forms in the return. It will be listed as attached to the parent form it was added to. You can open it by clicking the form in the Tree.

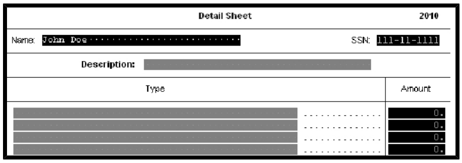
Scratch pads are sometimes referred to as detail sheets, and TaxWise prints the heading “Detail Sheet” at the top of each scratch pad.

TaxWise does not include scratch pads in the electronic file that is sent to the IRS.

To create a scratch pad, click any numeric form entry and click the **QuickLink** icon or press the **F9** key.

You can also right-click any numeric entry, click **Link** and click **NEW Scratch Pad**.

TaxWise displays a scratch pad:



You can enter negative numbers in a scratch pad simply by typing a minus sign (-) in front of the number.

To add more lines to a scratch pad, press the **F10** key to close the scratch pad and click the **QuickLink** icon or press the **F9** key to create another scratch pad from the same form entry.

Printing a Scratch Pad

You can print a scratch pad and attach it to a paper return. By default, TaxWise prints the scratch pad when you print the parent form to which it links.

To print only the scratch pad, open the scratch pad and do one of the following:

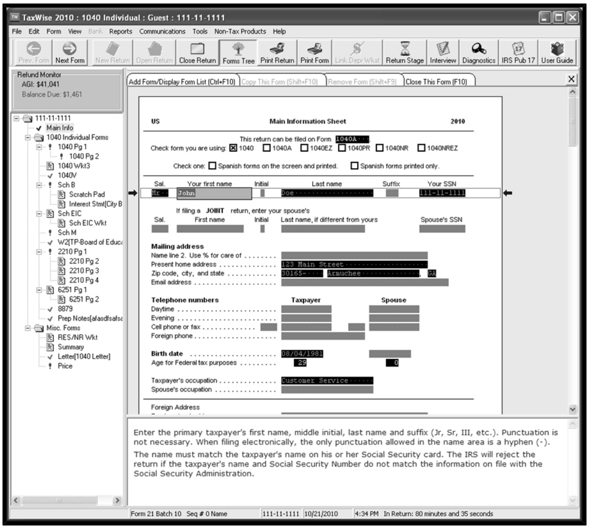
- Click the **Print Form** button on the toolbar
- Right-click the form, not a field on the form, and click **Print This Form**

Using the Timer

TaxWise provides you with a timer that records the number of minutes you keep a tax return open. The timer is useful in several ways, including the following:

- If you bill by time rather than, or in addition to, by form, you can use the timer to track the amount of time you worked on the return.
- TaxWise calculates the average time in returns for each preparer (in the **Preparer Summary** report).

TaxWise displays the most up-to-date time in the status bar at the bottom, right-hand corner of the TaxWise screen:



Note that there is a delay of approximately 54 seconds between when a return is opened and when the time in return shows up.

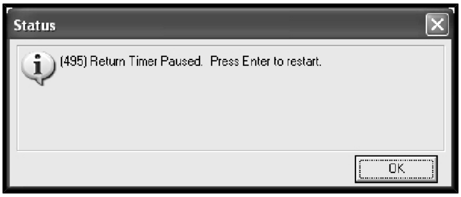
TaxWise also displays the time in return for each return on the Main Information Sheet (or page one of the primary tax form) and on the **Payments** tab of the **Query Results** dialog box. The time in return calculation in these two places, however, does not reflect the current amount until you save and close the return and reopen it.

TaxWise displays the time shown on the Main Information Sheet (or page one of the primary tax form) as the total number of minutes (for example, 101 minutes).

TaxWise displays the time shown on the payments tab of the **Query Results** dialog box as hour, minutes, and seconds (hh:mm:ss; for example, 01:41:11).

If you want to pause the timer to perform other tasks outside of the return you are working on, press the **Shift+F11** keys.

TaxWise displays a message box similar to the following:



You cannot continue working in the return or in TaxWise until you press the **Enter** key or click **OK** to restart the timer.

Using Search and Query Features

Understanding the Query Results Information

The **Search/Query for Taxpayer** feature allows you to search for a return in any package in order to:

- View the **Query Results** dialog box (the database record) to check on the return's status
- Find the return file and open it
- Display the location (path) of other types of files that relate to the return

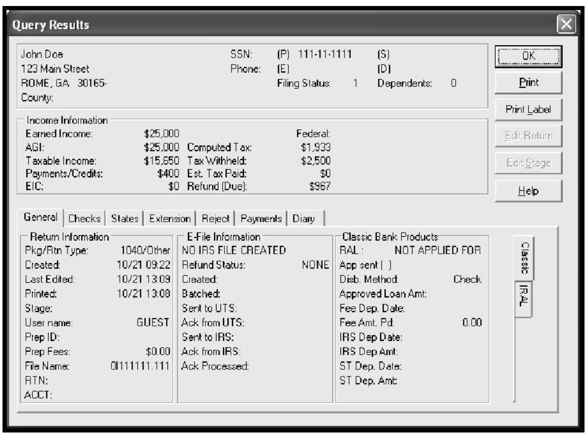
You can interrupt a long search by clicking the **Stop** button and shorten the search by selecting specific files types to search.

Search/Query for Taxpayer is not active from the **Utility**.

If you want to view specific information (such as demographics and income) or determine the status of a return, you can use the **Query Results** dialog box.

To open the **Query Results** dialog box, press the **F7** key while you are in a return or click the Tools menu and click **Return Status**.

TaxWise displays the **Query Results** dialog box:



The **Query Results** dialog box displays information from the tax return database. To print the information screen, click the **Print** button.

The **Query Results** dialog box includes taxpayer information, income and tax information, and tracking information such as date created, date printed, etc. the 1040 Individual package includes additional information related to electronic filing.

While you prepare one return, you can view the query results for another return by pressing the **Ctrl+Q** keys or by selecting **File** then **Search/Query for Taxpayer**. Enter the SSN for which you want to search, and click **Search**.

Opening the queried return closes the current return.

The following table describes the tabs of the **Query Results** dialog box:

Tab	Description
General	TaxWise displays the information on the **General** tab when you first open the **Query Results** dialog box. General information includes return information and e-file information.
Checks	The **Checks** tab displays information about checks printed for the client, including bank authorization numbers, check amount, check numbers, dates checks were printed, dates checks cleared, etc.
States	The **States** tab lists e-filed state returns with the dates that: you created the e-file; sent the e-file to CCH SFS, the state accepted the e-file, the state rejected the e-file (if applicable).
Extension	If you e-filed an extension for the return, TaxWise displays the information pertaining to the extension status on the **Extension** tab.
Reject	If you e-filed the return and the IRS rejected it, the **Reject** tab displays the IRS reject code and an explanatory message for the first reject. To see the codes for all rejects in that return, print the corresponding IRS acknowledgement.
Payments	On the **Payments** tab, you can view and post payments to the invoice and print a copy of the invoice.
Diary	You can view notes and add notes about the client and the return of the **Diary** tab. This is a convenient method for recording pertinent information that would not otherwise be included in the client's return. TaxWise assigns each return a page in the client diary, and you can add as many notes as you want for each return.

At any time, you can print the **Query Results** dialog box by clicking the **Print** button.

Working with the Client Diary

The client diary feature is a convenient method for recording pertinent information that would not otherwise appear in the taxpayer's return. Each return is assigned a page in the **Client Diary**. You can add as many notes as you like to each return.

You can add a note to a **Client Diary** in two ways:

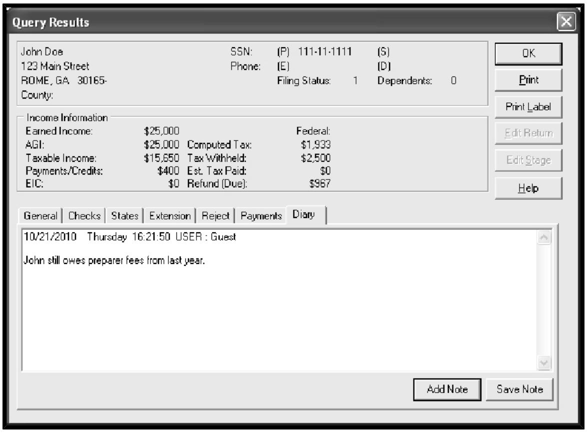
- Click the **Diary** tab on the **Query Results** dialog box.
- While the return is open, click the **Tools** menu and click **Client Diary**.

Entering a Note from Query Results

To enter a note from the **Query Results** dialog box, use the following steps:

1. Click the **Diary** tab.
2. Click **Add Note**.

   TaxWise automatically inserts the date, day, time, and user name:



3. Type your note.
4. Click **Save Note**.

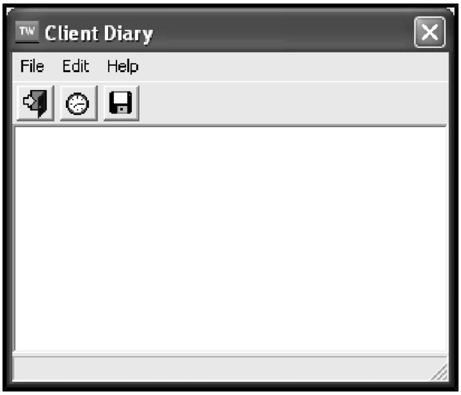
In order to save the note, you must click the **Save Note** button before closing the **Query Results** dialog box.

Entering a Note from within a Tax Return

To enter a note from within a tax return, use the following steps:

1. Click the **Tools** menu and click **Client Diary**.

   TaxWise displays the **Client Diary** window:



2. Click the **New Entry** button to add a note.

TaxWise automatically enters the date, time, and user name in the text box.

3. Type your note following the user name.
4. Click the **Save Notes** button to save the note.
5. To close the **Client Diary**, click the **Exit** button.

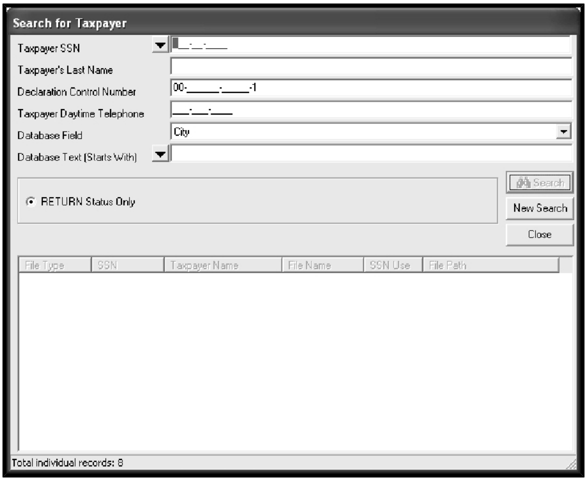
TaxWise always places new notes at the top of the text box.

Performing a Quick Search for Return Status

To perform a quick search, use the following steps:

1. Open TaxWise and log in.
2. With or without a return open, click the **File** menu and click **Search/Query for Taxpayer**.

   TaxWise displays the **Search** dialog box:



You can also press the **Ctrl+Q** keys to display the **Search for Taxpayer** dialog box.

3. Do one of the following:
   - Enter all or part of the Social Security Number in the **Taxpayer SSN** box.
   - Click the down arrow next to the **Taxpayer SSN** box to change to **Business EIN** or **Miscellaneous Return ID**.
   - Enter the last name or a portion of the last name in the **Taxpayer's Last Name** box.

- Enter the Declaration Control Number in the **Declaration Control Number** box.
- Enter the taxpayer's daytime telephone number in the **Taxpayer Daytime Telephone** box.
- Enter the database field in the **Database Field** box by selecting from the drop-down list and entering the desired information in the **Database Field** box.

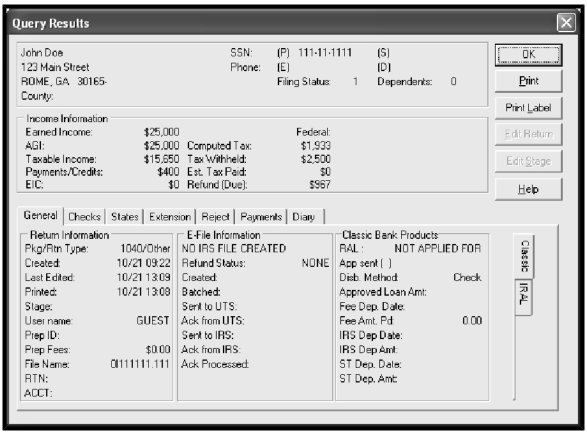
You can change the **Database Text** field to **Contains**, **Starts With**, **Exact Match**, or **Ends With** by using the drop-down list.

4. Click **Search** to start the search.

If TaxWise finds more than one match, the bottom of the **Search** dialog box displays the files that match your search criteria. Select the one you want to view and press **Enter**.

If TaxWise finds an exact match, TaxWise displays the **Query Results** dialog box immediately.

The following illustration depicts the **Query Results** dialog box:



Notice that the focus box (dotted line) is on the **OK** button when the dialog box opens. To perform another search immediately, press the **Enter** key or click **OK** to re-display the **Search** dialog box. Then enter another name or SSN and click **Search**.

If TaxWise displays an enabled **Edit Return** button in the **Query Results** dialog box, you can click it to open the return if you have user rights to the user name under which the return originated. If it is disabled, it is because you have another return open.

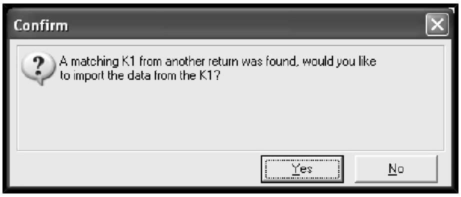
Using the K1 Pass-Through Feature

Loading K1 Information into a New 1040 Return

To load a K1 into a 1040 return, use the following steps:

1. Complete a 1041, 1065, or 1120S return, including the appropriate K1(s).
2. Start a new 1040 return.
3. Add a K1 for the taxpayer.
4. Enter the business name and the EIN.

   TaxWise displays a message box similar to the following:



5. Click **Yes**.

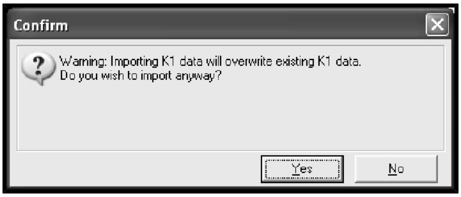
The information from the 1041, 1065, or 1120S return loads into the K1 in the 1040.

Updating K1s in 1040 Returns after Changes

To update an existing K1, use the following steps:

1. Make the changes to the K1 in the 1041, 1065, or 1120S return.
2. Open the existing 1040 return.
3. Click the **Form** menu and click **Import K1 Form Data**.

   TaxWise displays a message box similar to the following:



TaxWise loads the new data into the 1040 return.

Using the Depreciation Worksheets

The depreciation worksheet allows you to enter asset info, choose depreciation method and class and automatically choose the recommended depreciation method based on the type of asset you select from a drop-down list of asset types.

The illustration below depicts the depreciation (or business asset) worksheet, to which you can link by clicking the **Link Depr Wkst** button on the toolbar.

Chapter 8

Understanding Electronic Filing

Please note that as of printing time, all changes relating to Modernized E-file (MeF) had not been finalized. For the latest information, please see the TaxWise User Guide, available from the toolbar in your software.

Modernized E-file (MeF) is available for 1040 returns after the IRS' initial and limited launch of the system in 2009. While 1040 Modernized E-file (MeF) is new, it isn't new in your tax software since TaxWise has been using MeF for corporate returns for years. When you receive you Tax Year 2010 TaxWise tax software, it will be ready to e-file 1040s using the modernized system.

Benefits of MeF

A benefit of MeF is that the acknowledgement will come within a couple of hours as opposed to 24 to 48 hours in the previous "legacy" system. No more waiting for batch processing, like in the legacy system. However, tax preparers should note that a quicker acknowledgement does not result in a quicker refund since the IRS will continue to issue refunds on its standard cycles.

When the acknowledgements come back with error codes in MeF, the codes will be more specific. Instead of a reject stating there's a math error in the return, the modernized system will be more descriptive such as line 3 is not the total of lines 1 and 2.

Changes in TaxWise

Changes in the tax software will be minor. One change is that the modernized system does not issue DCNs (Declaration Control Number). Instead the TaxWise software will generate

a Submission ID number, which is usually 20 characters long containing both numbers and letters.

Another difference is that “piggyback” state returns don’t exist in MeF. In the legacy system, if federal and state returns were submitted and the federal return was rejected, the state return was also rejected. In MeF, each federal and state return is submitted separately and will have its own Submission ID. Even if the return does not qualify for MeF the state return will not be sent "piggyback."

Determining MeF Eligibility

While the IRS is only supporting 23 forms and schedules for MeF for tax year 2010, nearly 80 percent of returns will be eligible. The forms the IRS supports for MeF include:

1040	1040 Sch EIC	2210	8829
1040 Sch A	1040 Sch M	2441	8863
1040 Sch B	1040 Sch R	4562	8880
1040 Sch C	1040 Sch SE	4868	8888
1040 Sch D	1099-R	8283	W-2
1040 Sch E	2106	8812	

The "Clergy Worksheets" associated with Schedule C, SE and Form 2106 will also be allowed.

Forms 1040A and 1040-EZ do not qualify. If you wish to e-file them through the Modernized E-file system, you can select 1040 at the top of the Main Information Sheet.

Legacy vs. MeF in TaxWise

The 2010 TaxWise tax program will determine whether a return should be e-filed with the legacy system or with modernized e-file. Tax preparers will receive notification stating in which format the return was sent.

For the states that do not yet support MeF, the IRS will require the returns be sent in the legacy format. Check the TaxWise Customer Support Center to keep updated on which states support MeF.

Chapter 9

Working with Client Letters

The TaxWise Client Letter feature enables you to print a client letter with each tax return. TaxWise provides a standard letter template for each tax package except Miscellaneous. If the standard letter template does not meet your needs, you can save it with a different file name and edit it.

Introducing the Client Letter

In order for TaxWise to print a client letter with each tax return, you must add the letter to your tax form defaults using **Edit Tax Form Defaults** on the **Tools** menu.

For information on creating custom client letters please refer to F1 Help.

TaxWise Client Letter includes:

- Letter templates for each tax package in both English and Spanish
- A cover sheet template for individual returns that is designed to be used alone (not with a third party folder or envelope) in both English and Spanish
- A cover sheet template for business returns that is designed to be used alone (not with a third party folder or envelope) in both English and Spanish
- A Puerto Rico letter template in English and Spanish
- Envelope and mailer templates
- Privacy Policy statement

The envelope and mailer templates are to be used with our third party products. For more information, see www.taxwisesupplies.com.

Using the Letter Menu

The following table describes each of the commands on the **Letter** menu:

Command	Description
Clear Letter	Clears the existing text from the Workspace so you can type a letter of your own. To save your changes, choose **Save** or **Save As**.
Open Letter	Displays the **Open** dialog box so you can select a letter template to add to your return.
Save Letter	Saves changes to the open letter. If the open letter is one of the standard letter templates, TaxWise prompts you to give the letter a new name.
Preview Letter	Switches the letter from edit mode to print preview mode.
Edit Letter Template	Switches the letter from print preview mode to edit mode.
Print Letter Template	Prints the "edit mode" version of the letter template with variables and all conditional paragraphs so you have a printed copy for your files.
Insert	Select to insert a variable or picture in letter you are creating.
Format	Format the font’s size, color, and style of the selected text; format the paragraph for indents, line spacing, and text alignment on the page; print the letter in landscape.
Spell Check	Searches for misspelled words in the letter text.

Using the Edit Menu

When you have a letter open, TaxWise activates the following commands on the **Edit** menu:

Command	Description
Undo	Cancels the last editing action on the letter and reverts to the previous value.
Redo	Reverses **Undo**.
Copy	Copies selected text to the clipboard.
Cut	Deletes selected text and places it on the clipboard.
Paste	Pastes the last text copied or cut into the letter.
Delete Entry Text	Deletes the selected text.
Select All	Selects all text and objects in the letter.
Find	Searches for specified text in the letter.
Find Next	Repeats the last **Find**.
Replace	Searches for specified text and replaces it with different text.

Command	Description
Object Properties	Allows you to view the properties of images you have placed in your letter. For example, you can select to view the image as editable information or as an icon.

Working with Letter Toolbars

When you have a letter open, TaxWise displays the client letter standard toolbar and formatting toolbar across the top of the workspace.

The table below describes the toolbar buttons and their actions:

Button	Description
Copy	Copies selected text to the clipboard. Does NOT remove the existing text from the letter.
Cut	Deletes selected text from the letter and copies it to the clipboard.
Paste	Pastes the last text copied or cut into the letter.
Undo	Cancels the last editing action on the letter and reverts to the previous value.
Redo	Reverses **Undo**.
Find	Searches for the specific text in the letter.
Insert Variable	Opens the **Select Variable** dialog box so you can place variables in a letter you are creating or editing.
Spell Check	Searches for misspelled words in the letter text.
Save	Saves changes to the open letter. If the open letter is one of the standard letter templates, TaxWise asks you to give the letter a new name. If the letter is not one of the standard templates, TaxWise asks if you want to replace the existing letter.
Display Letter as if Printed	Switches the letter from edit mode to print preview mode.
Edit Template	Switches letter from print preview mode to edit mode.

Client Letter Formatting Toolbar

Button	Description
Font and Size Times New Roman 12	Applies the font and size to selected text.
Bold, Italic, Underline B I U	Formats selected text as bold, italic, and/or underlined, or removes the formatting.
Font Color	Applies a different color to selected text.
Background Color	Applies a different background color to selected text.
Text Alignment	Aligns text with the left margin, the center of the page, or the right margin.
Bullets	Places a bullet character beside each paragraph, or removes the bullet formatting.
Superscript and Subscript x^2 x_2	Formats selected text as superscript (above the baseline), or subscript (below the baseline), or removes the formatting.

Working with Client Letter Templates

Working with Standard Letter Templates

TaxWise provides one or more letter templates for each tax package except Miscellaneous.

Because of the unique nature of each form in the Miscellaneous package, there are no letter templates associated with that tax package.

The table below describes each applicable current template and its intended use:

Template File Name	Description
706 Letter.CL	Use with the 706 Estate tax returns. English version. This letter handles state mailing addresses and payments.
709 Letter.CL	709 Gift tax returns. English version. This letter handles state mailing addresses and payments.
990 Letter.CL	Use with the 990 Exempt Organization returns. English version. This letter handles state mailing addresses and payments.
1040 Letter.CL	Use with 1040, 1040A, 1040EZ, 1040NR, or 1040NR-EZ returns, including returns where the taxpayer has a foreign address. English version. This letter handles estimated tax payments for 2010 and state mailing addresses.

Template File Name	Description
1041 Letter.CL	Use with 1041 Fiduciary returns. English version. This letter handles state mailing addresses and payments.
1065 Letter.CL	Use with 1065 Partnership returns. English version. This letter handles state mailing addresses and payments.
1120C Letter.CL	Use with 1120C Corporation returns. English version. This letter handles state mailing addresses and payments.
1120S Letter.CL	Use with 1120S Corporation returns. English version.
5500 – 5500EZ Letter.CL	Use with Form 5500 or 5500EZ. English version.
Bus 6x9 Mailer.CL	Coordinates with the 6" x 9" tax return filing envelope from Nelco.
Bus EstPayEnv.CL	Coordinates with the estimate filing envelope from Nelco.
Bus Folder Cov-No Pocket.CL	Coordinates with Folder 52 (no pocket) from Nelco.
Bus Folder Cov-Pocket.CL	Coordinates with FL53 and FL55 pocket folders from Nelco.
Bus Lrg Env.CL	Coordinates with the 9" x 11-1/2" tax return filing envelope from Nelco.
Business Cover Sheet.CL	Use as a cover sheet for 1120C, 11205, 1041, 1065, 990, 5500, 5500EZ returns. Does not coordinate with any die-cut folder. English version.
BusRetMailer-Tall.CL	Coordinates with the 9" x 11-1/2" (Tall) tax return filing envelope from Nelco.
BusResMailer-Wide.CL	Coordinates with the 9" x 11-1/2" (Wide) tax return filing envelope from Nelco.
Ind 6x9 Mailer.CL	Coordinates with the 6" x 9" tax return filing envelope from Nelco.
Ind EstPayEnv.CL	Coordinates with the estimate filing envelope from Nelco.
Ind Folder Cov-No Pocket.CL	Coordinates with Folder 52 (no pocket) from Nelco.
Ind Folder Cov-Pocket.CL	Coordinates with FL53 and FL55 pocket folders from Nelco.
Ind Lrg Eng.CL	Coordinates with the 9" x 11-1/2" tax return filing envelope from Nelco.
Ind Org Mailer.CL	Coordinates with the 9" x 11-1/2" organizer envelope from Nelco.
Indiv Cover Sheet.CL	Use as a cover sheet for 1040, 1040A, 1040EZ, 1040NR, 706 or 709 returns. Does not coordinate with any die-cut folder. English Version.
IndRetMailer-Tall.CL	Coordinates with the 9" x 11-1/2" (Tall) tax return filing envelope from Nelco.
IndRetMailer-Wide.CL	Coordinates with the 9" x 11-1/2" (Wide) tax return filing envelope from Nelco.

Template File Name	Description
Privacy Policy.CL	Provides a privacy policy statement that preparers can use for compliance with the Gramm-Leach-Bliley Act, Public Law 106-102, effective November 12, 1999.
Puerto Rico Corp.CL	Use with Puerto Rico Corporation returns. English Version.
Puerto Rico English.CL	Use with Puerto Rico Individual returns. English Version.
Puerto Rico Soc.CL	Use with Puerto Rico Partnership returns. English Version.
Puerto Rico Spanish.CL	Use with Puerto Rico Individual returns. Spanish Version.
Spanish 706 Letter.CL	Use with 706 Estate tax returns. Spanish version. This letter handles state mailing addresses and payments.
Spanish 709 Letter.CL	Use with 709 Gift tax returns. Spanish version. This letter handles state mailing addresses and payments.
Spanish 990 Letter.CL	Use with 990 Exempt Organization tax returns. Spanish version. This letter handles state mailing addresses and payments.
Spanish 1040 Letter.CL	Use with 1040, 1040A, 1040EZ, 1040NR, or 1040NR-EZ returns, including returns where the taxpayer has a foreign address. Spanish version. This letter handles estimated tax payments for 2010 and state mailing addresses.
Spanish 1041 Letter.CL	Use with the 1041 Fiduciary tax returns. Spanish version. This letter handles state mailing addresses and payments.
Spanish 1065 Letter.CL	Use with the 1065 Partnership tax returns. Spanish version. This letter handles state mailing addresses and payments.
Spanish 1120C Letter.CL	Use with the 1120 Corporation tax returns. Spanish version. This letter handles state mailing addresses and payments.
Spanish 1120S Letter.CL	Use with the 1120S Corporation tax returns. Spanish version. This letter handles state mailing addresses and payments.
Spanish 5500 – 5500EZ Letter.CL	Use with Form 5500 or 5500EZ. Spanish version.
Spanish Bus Cover Sheet.CL	Use as a cover sheet for 1120, 1120S, 1041, 1065, 990, 5500, or 5500EZ returns. Does not coordinate with any die-cut folder. Spanish version.
Spanish Indiv Cover Sheet.CL	Use as a cover sheet for 1040, 1040A, 1040EZ, 1040NR, 706 or 709 returns. Does not coordinate with any die-cut folder. Spanish Version.
Spanish Privacy Policy.CL	Provides a privacy policy statement that preparers can use for compliance with the Gramm-Leach-Bliley Act, Public Law 106-102, effective November 12, 1999. Spanish Version.

Template File Name	Description
Spanish Puerto Rico Corp.CL	Use with Puerto Rico Corporation returns. Spanish Version.
Spanish Puerto Rico Soc.CL	Use with Puerto Rico Partnership returns. Spanish Version.

Adding a Client Letter Template

To add a template to the current return, use the following steps:

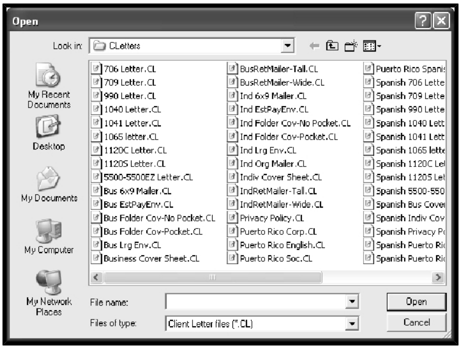
1. While you are in the client's tax return, click the **Add Form/Display Form List** tab.

   TaxWise displays the **Find a form** list.

2. Type letter in the **Look for** box and press the **Enter** key.

This automatically takes you to the letter list.

TaxWise displays the **Open** dialog box:



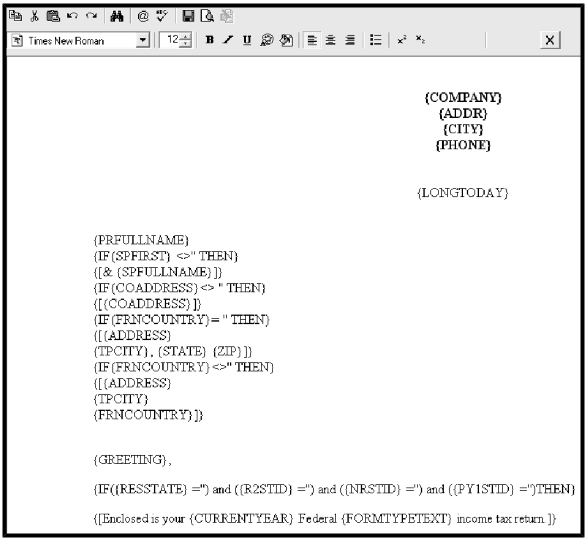
At this point, you have three options:

- Open a standard letter template and use it as is.
- Open a standard letter template, modify it to meet your business needs, and save it with a different name.
- Create and entirely new letter by typing your own text, inserting variables, and creating conditions and conditional statements.

We recommend that you do not start your own letter from a blank letter. Instead, open one of the standard templates, save it with a different name, then delete the existing text, being careful not to also delete the margin settings. Then type your own text into the template.

3. Select the letter template you want to use and click **Open**.

TaxWise displays the template you selected in the letter editor:



Most templates include conditional paragraphs that print only if they are appropriate to the tax return. Variables, calculations, and "IF...THEN" conditions that customize the letter for each client are enclosed in curly brackets; for example {COMPANY}.

4. Click another form in the Tree or click the **Add Form/Display Form List** tab to open the forms list.

Notice that TaxWise lists the letter in the Tree with a blue check mark, indicating that it is "complete." When you print the return, the letter prints just like other complete forms in the return.

Adding More Letter Templates to a Return

To add another letter to a return, do the following:

- Right-click on the existing letter in the Tree and click **Copy Letter**. TaxWise opens a blank letter.
- Click the **Letter** menu and click **Open Letter** on the shortcut menu to open a second template.

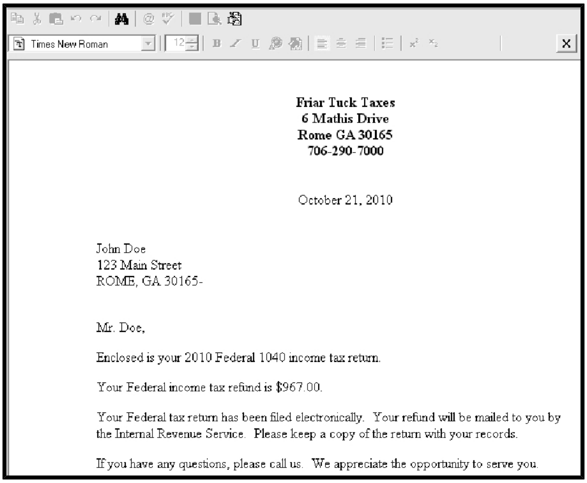
You can also use the shortcut **Shift+F10** while the existing letter is open to add a new, blank letter to a return.

Previewing the Letter Template

You cannot preview the letter if you are in **Edit Tax Form Defaults** because there is no client data to populate the variables.

To see how the letter template looks before you print it, click the **Print Preview** button on the toolbar.

TaxWise displays the letter template in the **Print Preview** dialog box:



Close the **Print Preview** dialog box by clicking the **Allow Letter to be Edited** button.

TaxWise checks off the letter template in the Forms list and in the Tree, indicating that it is complete and that it will print with the return.

Printing Only the Letter Template

To print only the letter template and no other forms, use the following steps:

1. Click the **Letter** menu and click **Print Letter Template**. TaxWise displays the **TaxWise Print** dialog box.
2. Do one of the following:
    - Click **Print** to send the letter to your printer.
    - Click **Print Preview** to view the letter on-screen.

Removing a Letter Template

To remove a letter template, do the following:

1. Right-click on the letter in the Tree and click **Remove Form** on the shortcut menu.

   TaxWise displays the following message:

2. Do one of the following:
   - Click **Yes** to remove the letter template.
   - Click **No** to keep the letter template in the return.

You can also use the shortcut **Shift+F9** to remove a letter from the workspace.

Modifying a Standard Letter Template

To modify a standard letter, do the following:

1. Add one of the standard client letters to a tax return.
2. Click the **Letter** menu, point to **Save Letter**, and click **Save As**.
3. In the **File name** box, enter a different name for your letter, such as “My 1040 Letter."
4. After saving, edit the template to suit your tax practice.

Editing a client letter template is very similar to editing any word processing document. You can cut, copy, paste, and type in text. You can use formatting tools on the **Letter** toolbar and **Letter** menu to change the font, type size, color, and alignment of text. You can use variables, calculations, conditions, and conditional statements to add custom text in the letter for each client.

TaxWise Client Letters include state addresses for all states and all packages.

To learn more about customizing and creating letter templates, refer to **F1 Help**.

Chapter 10

Printing Tax Returns

After entering the information into the tax forms is done you will need to know the basics of how to print the final product for the customers, the IRS, and for your own paper back-up and archiving purposes.

Printing a Single Return

The **TaxWise Print** dialog box allows you to select one or more packets to print. A print packet is a group of forms. The **File Copy** packet includes all completed forms, schedules, worksheets, statements, scratch pads, client letters, and other forms that are included in a return. If you want to print one copy of everything in the return, print the **File Copy** packet.

This will not be true if you have modified the **File Copy** packet.

Printing an Open Return

To print a return when the return is open, use the following steps:

1. Do one of the following:
    - Click the **Print Return** button on the toolbar.
    - Press the **Ctrl+P** keys.
    - Click the **File** menu, point to **Print**, and click **Print This Return**.

TaxWise displays the **TaxWise Print** dialog box.

2. Select the printer to which you want to print the return from the **Name** drop-down list.

You can change to a different printer than the default printer you chose in **Printer Setup**.

3. If necessary, click **Properties** to change the printer properties.

You can change print packets and modify watermark options here if you need to.

4. If necessary, click **Options** to open the **View/Edit Print Packets** window where you can view and change the contents of the print packets and edit watermarks options. Click **Save** to apply changes.
5. Choose the print packets you want to print by selecting the appropriate check boxes under **Select Packets**.

TaxWise selects the **File Copy** packet by default. You can add or remove as many packets as you want.

6. Select the number of copies of each packet to print by clicking the up and down arrows in the **Number of Copies** box in the **Copies** section.

You must print more than one copy for the **Collate** option to be available.

Increasing the number of copies increases the number of copies of all packets printed. For example, if you are printing a packet you have modified to include two copies of every form, and you print two packets, then you will actually print four copies of every form.

7. Do one of the following:
   - Click **Global** to save the print packet changes for all future print jobs. (This option is only available to users assigned to the Administrators or Return Manager group.)
   - Click **Print Job** to use the changed print packet settings for this print job only.
8. Click **Options** to open the **View/Edit Print Packets** dialog box.
9. Click **Print Preview** to view the tax return on screen before printing.

   TaxWise displays the **Print Preview** dialog box.

   - You can choose to print from the **Print Preview** dialog box by clicking the printer icon.
   - You can move through the return by clicking the appropriate arrows and using the scroll bar.
   - You can display either a larger or smaller image by clicking the magnifying glass icons.
   - You can cancel the print job by closing the dialog box.

TaxWise displays the page number of the total number of pages in the title bar.

10. Close **Print Preview** by clicking on the **X** in the top right-hand corner.

You can learn more about setting up print packets in **Chapter 3: Using Administrator Features**.

11. Do one of the following:
    - Click **Print** to continue.
    - Click **Cancel** to cancel the print job.

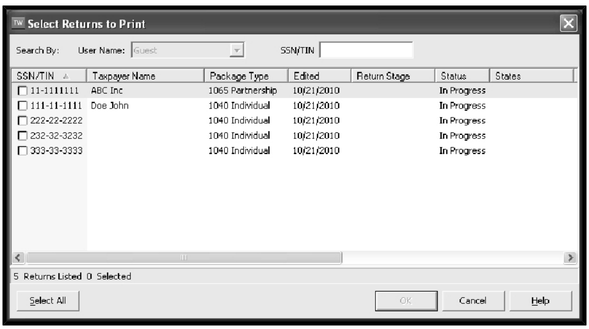
Printing a Closed Return

The Admin user can access all users' returns for printing. Other users can print only their own returns.

To print a closed return, use the following steps:

1. Do one of the following:
    - Click the **Print Return** button on the toolbar.
    - Press the **Ctrl+P** keys.
    - Open the **File** menu, point to **Print**, and click **Print Return(s)**.

   TaxWise displays the **Select Returns to Print** dialog box:



2. Select the check box(es) for the return(s) you want to print.

You can also type the SSN or EIN of the desired return in the SSN/EIN box. TaxWise will highlight and select that return. You can use this feature to select multiple returns if you know the SSN.

You can click the **Select All** button to select all returns in the list.

3. When you finish selecting returns, click **OK**.

TaxWise displays the **TaxWise Print** dialog box.

4. Select the printer to which you want to print the return from the **Name** drop-down list.

You can change to a different printer than the default printer you chose in **Printer Setup**.

5. If necessary, click **Properties** to change the printer properties.
6. Choose the print packets you want to print by selecting the appropriate check boxes under **Select Packets**.

TaxWise selects the **File Copy** packet by default. You can add or remove as many packets as you want.

7. Select the number of copies of each packet to print by clicking the up and down arrows in the **Number of Copies** box in the **Copies** section.

Increasing the number of copies increases the number of copies of all packets printed. For example, if you are printing a packet you have modified to include two copies of every form, you will actually print four copies of every form.

8. Do one of the following:
    - Click **Global** to save the print packet changes for all future print jobs. (This option is only available to users assigned to the Administrators or Return Manager group.)
    - Click **Print Job** to use the changed print packet settings for this print job only.
9. Click **Options** to open the **View/Edit Print Packets** window where you can view and change the contents of the print packets and edit watermark options.
10. Click **Print Preview** to view the tax return on screen before printing.

    TaxWise displays the **Print Preview** dialog box.

    - You can choose to print from the Print Preview dialog box by clicking the printer icon.
    - You can move through the displayed return by clicking the appropriate arrows and using the scroll bar.
    - You can display either a larger or a smaller image by clicking the magnifying glass icons.
    - You can cancel the print job by closing the dialog box.

TaxWise displays the page number of total number of pages under the title bar.

You can learn more about setting up print packets in Chapter 3: Using Administrator Features.

11. Do one of the following:

- Click **Print** to continue.
- Click **Cancel** to cancel the print job.

Printing to a PDF file

TaxWise gives you the option to print a tax return to a .pdf (portable document format) file. This allows you to open the tax return in Adobe Acrobat.

This option is not available if you have purchased and installed Document Manager.

To print a return to a .pdf file, use the following steps:

1. Do one of the following:
   - Click the **Print Return** button on the tool bar.
   - Press the **Ctrl+P** keys.
   - Open the **File** menu, point to **Print**, and click **Print Return(s)**.

   TaxWise displays the **Select Returns to Print** dialog box.

2. Select the check box(es) for the return(s) you want to print.

You can also type the SSN of the desired return in the **SSN/EIN** box. TaxWise will highlight and select that return. You can use this feature to select multiple returns if you know the SSN.

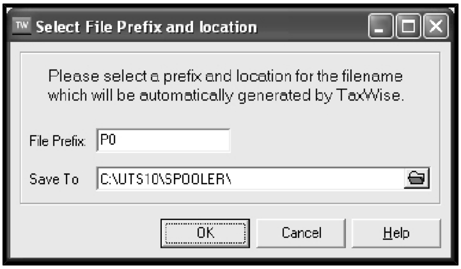
You can click the **Select All** button to select all returns in the list.

3. When you finish selecting returns, click **OK**.

TaxWise displays the **TaxWise Print** dialog box.

4. Click the **Print to PDF** button.

   TaxWise displays the **Select File Prefix and location** dialog box:



5. Click **OK**.

TaxWise displays the following **Status** box:

A PDF of a tax return is not encrypted. You should not store the PDF outside of the UTS10\SPOOLER directory or email the PDF via unencrypted e-mail.

Printing to Document Manager

Click the **Print to Document Manager** button on the **TaxWise Print** dialog box to save the file to TaxWise Document Manager.

You will only see this button if you have purchased TaxWise Document Manager.

Printing Forms

Printing an Open Form

To print the form that is currently open in TaxWise, use the following steps:

1. Do one of the following:
   - Click the **Print Form** button on the toolbar.
   - Right-click the form and click **Print This Form**.
   - Click the **File** menu, point to **Print**, and click **Print This Form**.
2. Do one of the following:
   - Click **Print Current Form** to print an IRS-acceptable copy of the form.
   - Click **Print Screen Image** to print data as it appears on the screen.

You also have the option to add related worksheets, scratch pads, etc.

3. Select the number of copies you want to print by clicking the up and down arrows in the **Copies** section and click **OK**.

TaxWise prints the form.

Printing a Blank Form

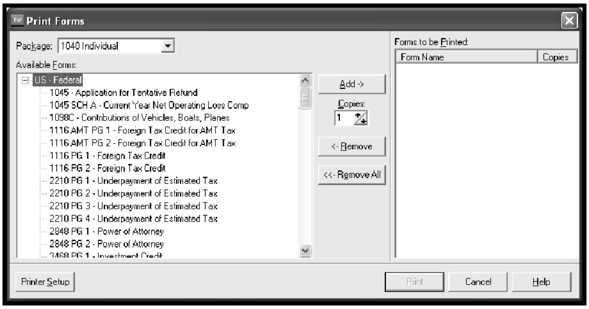
You can print one or more blank copies of selected federal, state, bank, and Client Organizer forms directly from TaxWise. Blank copies of scannable state forms should not be printed, since they are intended only for computer-generated tax returns.

Scannable forms completed by hand or with a typewriter are NOT acceptable for paper filing.

To print blank forms, use the following steps:

1. Click the **File** menu, point to **Print**, and click **Print Blank Forms**.

   TaxWise displays the **Print Forms** dialog box:



2. Select the package for which you want to print forms from the **Package** drop-down list.

   TaxWise displays the available forms for the package in the **Available Forms** list.

3. Click the desired form(s) under **Available Forms** and click the **Add** button.

   TaxWise adds the form to the **Forms to be Printed** list.

To add multiple copies of a form, change the quantity in the **Copies** dialog box.

To select multiple forms in the list, press and hold the **Ctrl** key while selecting the desired forms.

4. To remove a form, click it in the **Forms to be Printed** dialog box and click the **Remove** button.

To remove all of the forms, click the **Remove All** button.

5. Click **Print**.

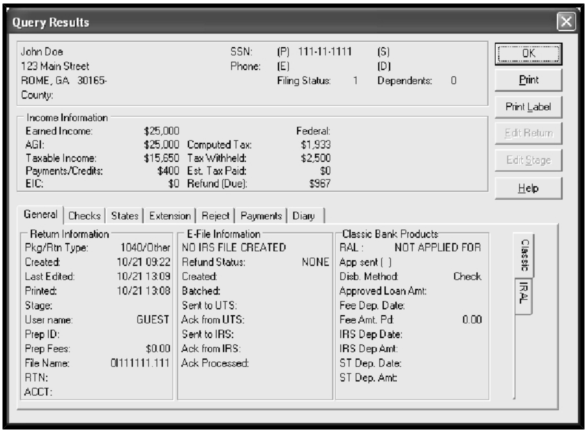
TaxWise prints the forms as you specified.

Printing a Mailing Label

You can print mailing labels for a client while the return is open. To print a mailing label, use the following steps:

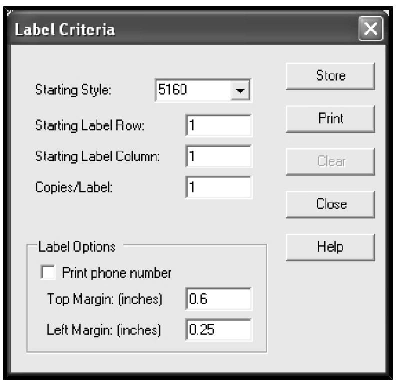
1. While the client’s return is open, press the **F7** key.

TaxWise displays the **Query Results** dialog box:



2. Click the **Print Label** button.

   TaxWise opens the **Label Criteria** dialog box:



3. Select your label options and do one of the following:
   - Click **Store** to store your label for later printing
   - Click **Print** to print your label now

TaxWise prints a single label for this return to the printer you selected in **Setup Options** for the label printer. For more information, see **F1 Help**.

Troubleshooting Font Problems

If you notice stray characters on your printed forms, tax fonts are not loaded to your printer.

To correct this situation, use the following steps:

1. Click the **Tools** menu and click **Utilities/Setup Options**.

TaxWise displays the **Utility**.

2. Click the **Setup** menu and click **Setup Options**.

   TaxWise displays the **Setup Options** dialog box.

3. Click the **Printer Setup** tab.

   TaxWise displays the **Printer Setup** tab of the **Setup Options** display box.

4. Do one of the following:
   - Select **Windows** as the default printing method in section 1.
   - If your printer does not print correctly, change the default printing method to PCL and check the box in section 1 to **Auto load soft fonts each time a tax return is sent to the printer?**
5. Click the **Color Setup** tab and click **Finish** to save your changes.
6. Try printing again.
7. If this does not solve the problem, you must load the soft fonts manually.

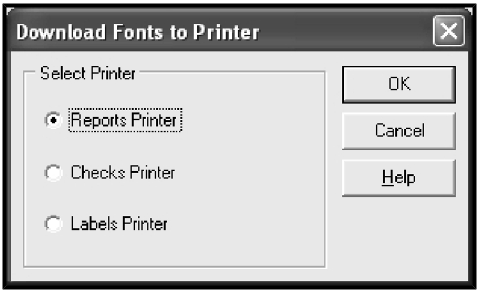
The fonts will be erased from your printer's memory every time you turn the printer off and every time you print a document from a program other than TaxWise.

1. To load fonts manually, click the **Tools** menu and click **Utilities/Setup Options**.

   TaxWise displays the **Utility**.

2. Click the **Tools** menu and click **Install Fonts**.

   TaxWise displays the **Download Fonts to Printer** dialog box:



3. Choose the printer to which to load the fonts and click **OK**.

Chapter 11

Working with Invoices and Payments

TaxWise has powerful tools built into it which will help you with the invoicing and payment process.

Setting Up Invoices

TaxWise generates an invoice with each return. It generates the invoice from the **Price Sheet**, and payments can be posted either to the **Price Sheet** or to the **Payments** tab in the **Query Results** dialog box.

Setting Up the Price Sheet

Changes to a price sheet effect only those returns created after the change was made to the price sheet.

To make a price sheet that was changed after a return was created take effect for that return, delete the old price sheet form and add it to the return again.

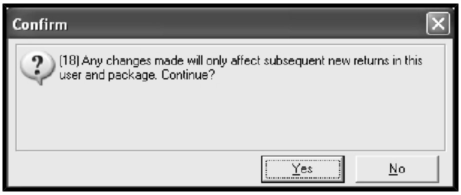
To edit the price sheet, use the following steps:

1. Click the **Tools** menu and click **Edit Tax Form Defaults**.

To edit **Tax Form Defaults**, you must be logged in as the Admin user.

2. Choose the package for which you want to edit the price list and click **OK**.

   TaxWise displays the **Confirm** dialog box:



3. Click **OK**.
4. Click the **Add Form/Display Form List** tab and type **Price** in the **Look for** box.

The **Price Sheet** is highlighted in the forms list.

5. Double-click the price sheet or press **Enter**.

TaxWise adds the price sheet to the Tree under **Misc Forms** and opens the price sheet in the workspace.

6. In the first four lines, enter any office information you want to print on each invoice.

Possible entries include the name and address of the office and office telephone number.

Do not make changes in the second set of four lines, nor in the section calling for invoice number, invoice date, SSN and telephone number. TaxWise fills these entries with information pulled from the tax return.

7. Enter your price for the various forms and lines on forms listed.
   - Enter only the **$ - Prepared by** columns.
   - Do not make changes to the **No.** column. TaxWise calculates this number for you.
   - Enter the states you use most often in the **State Returns** section.
8. At the bottom of the page, enter your charge per hour in the **Total charges by time** line, if applicable.

Do not enter the minutes charged. TaxWise calculates this number.

9. Enter the sales tax rate for your area in the **Sales Tax** line.
10. Leave all other entries blank for future use for the individual return.
11. Click the **File** menu and click **Close Return** or click the **Close Return** icon.

To number your invoices properly, use the following steps:

1. Click the **Tools** menu, and then click **Utilities/Setup Options**.

TaxWise displays the **Utility**.

2. Click the **Setup** menu and click **Setup Options**.

   TaxWise displays the **Setup Options** dialog box.

3. Click the **General** tab.
4. Determine your client invoice numbering process by doing one of the following:
   - If you want to enter numbers on each price sheet manually, or if you want to leave the invoice number blank, select **Do NOT auto number**.
   - If you want to auto number only the invoices from the current computer, select **Auto number each invoice ONLY on my LOCAL COMPUTER** and enter the first invoice number you want to use in the **Start my local invoice number with** box.

If you select this option, you should prevent duplicate invoice numbers by entering a different starting number on each computer, similar to the way you entered DCNs on each computer.

   - If you want to auto number all of your invoices on all machines, select **Auto number ALL invoices, making each UNIQUE across the entire network**. This is the default when you first install TaxWise.

If you select this option, TaxWise automatically begins your invoice numbering sequence with 1.

5. Click the **Color Setup** tab, and click **Finish** to save your changes.

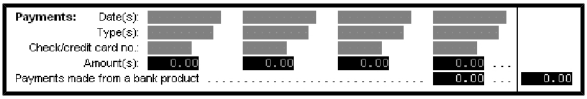
Recording Payments

You can record payments in TaxWise two ways:

- On the **Price Sheet**.
- On the **Payments** tab of the **Query Results** dialog box.

Entering Payments on the Price Sheet

If you receive and post payments at the time you prepare a return, you may find it easier to enter payments directly in the Price Sheet. Simply open the Price Sheet while you are in the return and enter up to four payment amounts near the bottom of the form.



TaxWise prints the payments you enter the next time you print an invoice.

Entering Payments in Query Results

If you receive and post payments after you finish preparing returns, you can post the payments in the **Query Results** dialog box. This method does not require that you have the taxpayer's return open.

To enter payments in the **Search/Query for Taxpayer** dialog box, use the following steps:

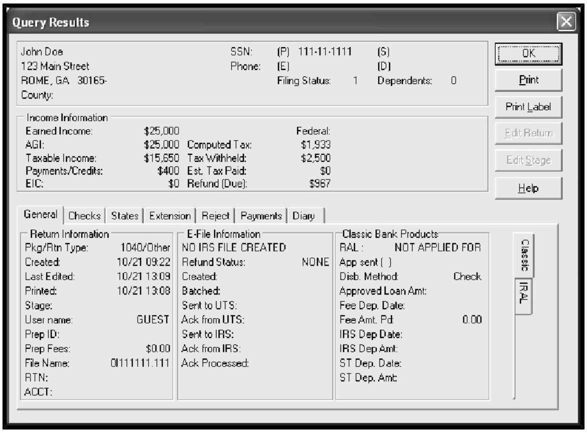
1. Click the **File** menu and click **Search/Query for Taxpayer**.

You can also press the **Ctrl+Q** keys.

TaxWise displays the **Search** dialog box.

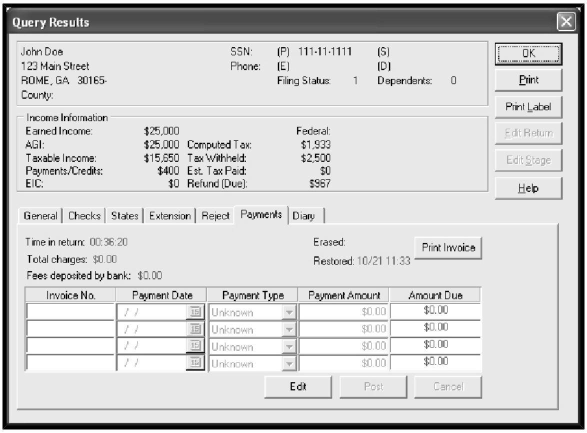
2. Enter the taxpayer's SSN in the **Taxpayer SSN** box and click the **Search** button.

TaxWise displays the **Query Results** dialog box:



3. Click the **Payments** tab.

TaxWise displays the **Payments** tab:



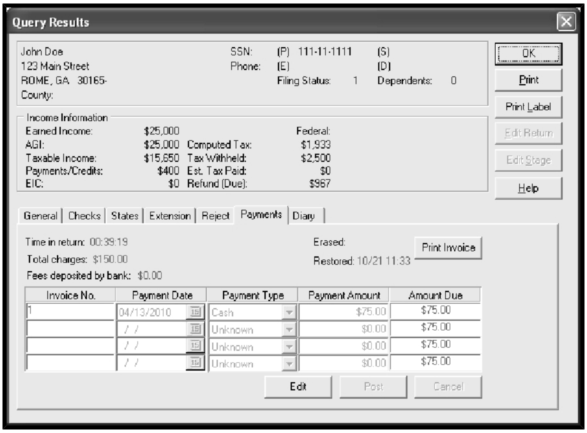
4. Click the **Edit** button.

TaxWise makes the text boxes available for entry.

Note that after entering a payment amount, press **Enter** and TaxWise displays the invoice number that corresponds to the return.

5. In the **Payment Date** box, do one of the following:
   - Type the date you received the payment.
   - Click the **Calendar** button to display a calendar from which you can choose the date you received the payment.
6. In the **Payment Type** drop-down list, select the type of payment you received.
7. In the **Payment Amount** box, enter the amount of payment you received and press **Tab** or **Enter**.

TaxWise calculates the amount due and displays it in the **Amount Due** column:



8. Click the **Post** button.

TaxWise posts the payment(s) you received against the taxpayer's invoice and also carries any payment amounts you enter on the Price Sheet to the **Query Results** dialog box.

Accepting Payments with iTransact

You receive client payments quickly and easily when you accept credit card payments through the iTransact service. With an iTransact account, you can offer your clients the option of using a credit card as a method of payment. Paying by credit card is convenient for them and profitable for you! Payments are received without the risk of insufficient funds associated with checks.

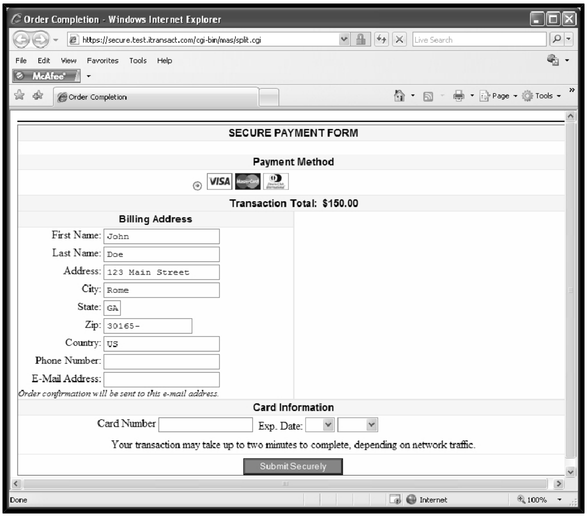
You must apply with iTransact on the TaxWise Customer Support Site in order to offer this service.

Once you have be approved to offer this service, use the following steps to accept payments:

Make sure your company's **iTransact Client ID** is entered on the **Company** tab of **Setup Options**.

1. Click the **iTransact link** near the bottom of the **Price Sheet** in the applicable return.

TaxWise launches the **Secure Payment Form** in an Internet Explorer window:



2. Complete all applicable information on form and click **Submit Securely**.

Printing an Invoice

There are two ways to print invoices in TaxWise:

- From the **Payments** tab of the **Query Results** dialog box.
- With a return.

To print an invoice from the **Payments** tab of the **Query Results** dialog box, simply click the **Print Invoice** button.

To print an invoice with a return, you must first enter prices on the Price Sheet while you are in **Edit Tax Form Defaults**. Once you do, TaxWise automatically prints the invoice with every return.

You can also complete the Price Sheet while in a return even if you have not made any entries in **Tax Form Defaults**.

Chapter 12

Conducting Interviews

The TaxWise Desktop Interview allows anyone on your staff to enter the detailed information needed for every client, saving time and effort for you and your professional tax preparers.

Please contact your Sales representative to purchase TaxWise Desktop Interview.

Understanding TaxWise Desktop Interview

TaxWise Easy Interview can save time for you and your clients. You can use it to:

- Quickly determine whether a client qualifies for a refund.
- Provide incentives for new customers or price shoppers by offering a free tax interview to get people in your door.
- Answer telephone queries from prospective customers who want an estimate of their refund.

Starting an Interview

To start an interview, use the following steps:

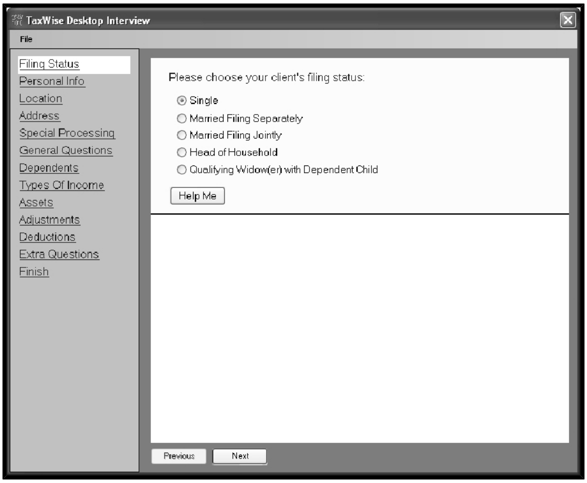
1. Click the **File** menu and select **Tax Interview**.

You can also start an interview by selecting the check box **Start Return in Interview Mode** on the **Enter Social Security Number** window.

TaxWise displays the **New Interview** dialog box:

2. Enter the primary taxpayer's SSN, press the **Tab** key, enter the SSN again for confirmation, and click **OK**.

   TaxWise displays the **Filing Status** page of the interview:



3. Select the client's filing status and click **Next**.

If you are not sure which filing status to select, click the **Help Me** button to view the **Filing Status Wizard**.

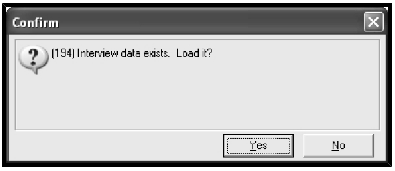
4. Answer the questions and fill in information as necessary and click **Next** at the bottom of each page.

Additional pages will load in the interview depending on how you answer the questions.

For more information about the TaxWise Desktop Interview, see **TaxWise F1 Help**.

5. Click the **Finish** button at the bottom of the Finish page when you have completed the interview.

The client data is stored as a proforma file. When you start a new return with interview information, TaxWise displays a message box informing you that client data exists. Click **Yes** to load the client data.



Chapter 13

Working with Bank Products

We work with the three leading tax lenders so that you will have the widest variety of bank product options.

Taking advantage of these bank product options will not only benefit you through substantial fee-based revenues, but they will benefit your clients as well. Bank products enable you to get your clients their money quickly and securely. And bank products limit your clients' out-of-pocket expenses by having their tax preparation fees automatically deducted from the proceeds. (That also makes it easier for you to collect your fees.)

Introducing Bank Products

What is a RAL?

RAL is an acronym for Refund Anticipation Loan, which is a loan made to the taxpayer in anticipation of the bank's receiving a direct deposit refund from the IRS. The taxpayer receives his refund loan check within a few days of filing the return. Your tax preparation fees and the bank's fees are withheld from the check. Some banks also offer Direct Deposit RALs. In this case, the taxpayer receives the refund loan as a direct deposit to his personal bank account instead of a paper check.

What is an ERC?

Instead of a RAL, the taxpayer can choose to receive an ERC (Electronic Refund Check). An ERC is not a loan; the taxpayer receives his refund check, less fees, when the direct deposit is made by the IRS.

What is a DDRAL?

A Direct Deposit Refund Anticipation Loan (DDRAL) is perfect for taxpayers who have an immediate need for their tax loan proceeds and have a bank account. The bank will lend funds on the anticipation of the taxpayer's refund being deposited from the IRS to cover the loan. Typically these loans are granted in 1-2 days. Once the loan is approved, your prep fees are deposited into your bank account and the balance of the loan proceeds are deposited into the taxpayer's bank account.

What is a DDR?

A DDR is a Direct Deposit Refund, a product offered by several banks. A DDR is like an ERC in that it is not a loan, and all fees are withheld. However, instead of receiving a paper check, the taxpayer receives his refund, less fees, as a direct deposit to his personal bank account.

What is FeeCollect?

FeeCollect allows you to have your fees deducted automatically from your client's refund and deposited directly into your bank account. The remainder of the refund is deposited directly into your client's bank account. All you have to do is electronically file the return and have your client sign a simple authorization.

What is Audit Shield?

Audit Shield is an extended warranty program that provides your clients with up to $2,500 of protection against penalties, interest, or additional taxes because of a tax preparation error. The coverage costs your client a one-time fee that can be paid along with your tax preparation fees, and it covers the return for up to three years.

Understanding Bank Product Tasks

TaxWise allows you to perform the following tasks related to bank products:

- Align Checks to prepare your printer to print "live" checks.
- Print checks.
- Reprint a damaged check (certain restrictions apply).
- Correct bank application information that was incorrect and caused the bank to reject the application.
- Update taxpayer address and telephone information for a bank product application that the bank has already approved. (Only offered by Santa Barbara Bank & Trust)
- At the conclusion of both a check printing session and correcting bank application records, TaxWise prepares the data for transmission to the bank via the

Aligning Checks

Before you print real checks during tax season, you must run **Align Checks** and get correct alignment as described in on-screen instructions.

After you have achieved correct alignment, do not run **Align Checks** again unless you change printers, install TaxWise on a new computer, or reinstall TaxWise again.

Do **NOT** run Align Checks on actual check stock.

The goal of **Align Checks** is to print a sample check on the **Check Template** with the dollar amount grid and the authorized signature grid inside the correct boxes. Note that these will not line up with the correct locations on real check stock.

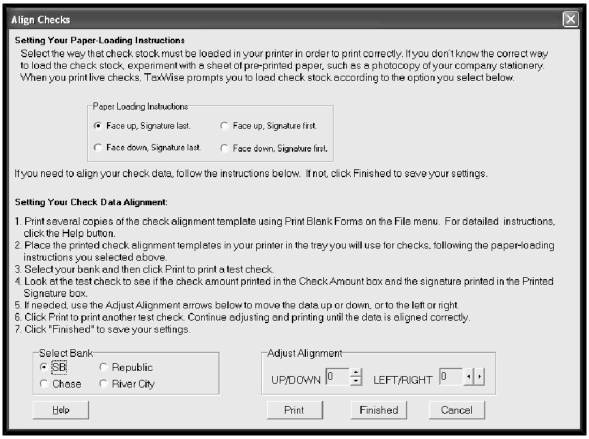
Before aligning checks, you must print the **Check Template**. To print the **Check Template**, use the following steps:

1. From the home page, click the **File** menu, point to **Print**, and click **Print Blank Forms**.
2. Click **Check Template (page 1)** (located under Bank Forms) and click **Add**.
3. Click **Print**.
4. Put the check template in the paper tray of your printer.

To align checks, use the following steps:

1. Click the **Bank** menu, point to **Maintenance/Setup**, and click **Align Checks**.

   TaxWise displays the **Align Checks** wizard:



2. Read the on-screen instructions and select the appropriate bank.

The defaulted TaxWise instructions are to Load the templates FACE UP and SIGNATURE LAST – that is, printed side up with the signature line going into the printer last.

3. Click the **Print** button.

TaxWise prints a simulated dollar amount and signature on one template.

4. Look at the template you just printed and select the option in the above dialog box, which best describes how the signature and dollar amount printed.
5. Do one of the following:
    - If the dollar amount and signature print on the back of the template and/or upside down, change the page orientation in the **Paper Loading Instructions** box.
    - If the dollar amount and signature grids do not fit, click the small arrows next to **UP/DOWN** and **LEFT/RIGHT** to move the grids and click **PRINT** to print another template. Continue to make adjustments until the grids fit.
    - If the dollar amount and signature grids fit inside the boxes as closely as possible, click **Finished**.

Printing Checks

The following items must be complete before you print a check:

- You must have received an acknowledgment containing a check print file from your bank and you must have processed it.
- You must have run Align Checks.
- Your printer must be turned on and ready to print.
- Your internet connection must be ready for transmitting check print data.

To print a check, use the following steps:

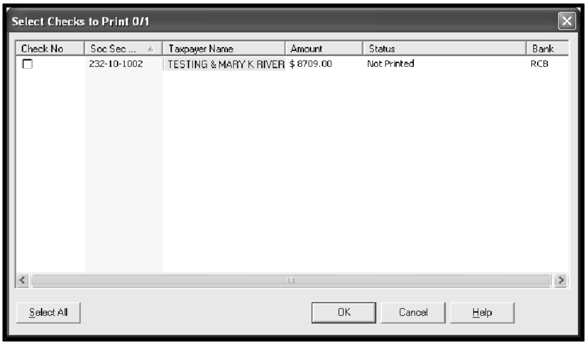
1. Do one of the following:
    - Click the **Bank** menu and click **Print Checks**.
    - Press the **Ctrl+H** keys.

   TaxWise displays a message box:

The instructions match the instructions you used to successfully print check information on the template when you performed the **Align Checks** function.

2. Load check stock in your printer according to the instructions in the above message box and click **Yes**.

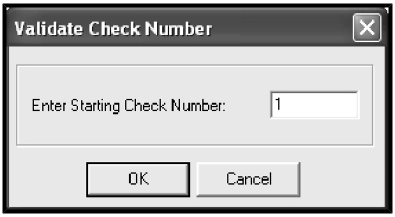
TaxWise displays the **Select Checks to Print** dialog box:



3. Select the files for which you want to print checks and click **OK**.

To select multiple files, press and hold the **Ctrl** key while you click to select multiple files.

TaxWise displays the **Validate Check Number** dialog box:



A check print file may contain more than one check print authorization record.

4. Verify that the check number shown in the **Validate Check Number** dialog box matches the check number of the first actual check in your printer. If not, change the displayed check number.

The numbers TaxWise prints on the checks start with the number indicated and continue to print in numeric order.

If TaxWise displays a warning message even though you entered the correct starting number, click **Yes** to have TaxWise accept the number you entered, then continue as follows.

5. Click **OK**.

TaxWise displays a simulation of the first check and the data that will print in the **Check Display** dialog box:

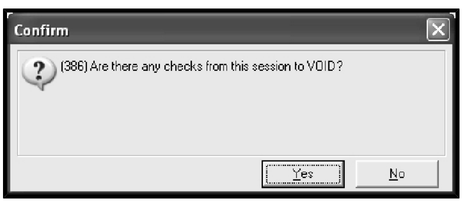
6. Verify the accuracy of the check number, name, SSN, and amount and do one of the following:

   - If everything is accurate, click **Print One Check** if you have only one check to print, or **Continuous Print** for multiple checks.
   - If there are errors, click **Cancel** to close the check print session, correct the error(s), and repeat steps 1-5.

If you print checks one at a time, TaxWise displays each check before it prints. If you select **Continuous Print**, TaxWise does not display the checks before printing them.

Once you have printed a check, TaxWise records that the check number from your check stock has been used and has a status of **Printed**, and the check printing session cannot be ended until you transmit the check print data file to the CCH SFS EFC, which forwards the information to the bank.

Once the check(s) are printed, TaxWise displays a confirmation box:



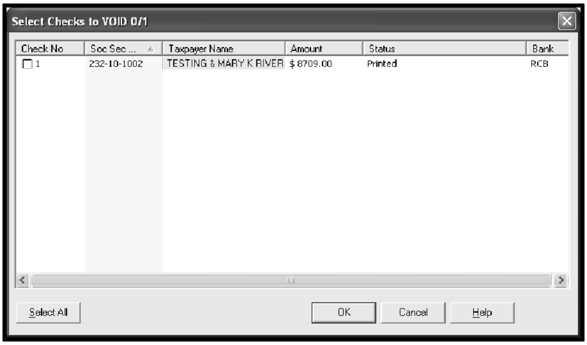
7. Again, verify the accuracy of the check(s) that were printed, then do one of the following:

   - If everything is accurate and there are no checks that need to be voided and/or reprinted, click **No** and proceed to step 11.
   - If there are errors and you need to void and/or reprint any check(s), click **Yes**.

It is very important to void checks during the check print procedure, before the check print data is transmitted

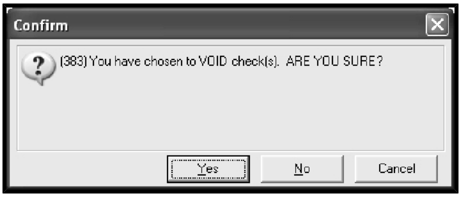
Do not attempt to reuse a check number. For example, if check information prints on plain paper instead of check stock, you must void the check in TaxWise and write “VOID” on the paper check stock on which the check information should have printed. Print the check again using the next available check number on the paper check.

TaxWise displays the **Select Checks to VOID** dialog box:



8. Select the check box(es) next to the check(s) that need to be voided, then click **OK**.

   TaxWise displays a confirmation box:



9. Click **Yes** to confirm and proceed with voiding the selected check(s), click **No** to return to the **Select Checks to VOID** dialog box and make any necessary changes.

   TaxWise displays a Status message:

10. Click **OK**.

TaxWise will then bring you back to the **Select Checks to Print** dialog box (step 3).

You are instructed to write the word VOID on the bad checks. Some banks require you to return voided checks to them and others require you to keep or destroy voided checks. Follow your bank's specific procedure. DO NOT attempt to reuse voided check stock. TaxWise will not allow you to use a check number that has been previously used.

11. Do one of the following:

    - If the checks were accurate or you fixed the problem that caused the check to print incorrectly, repeat steps 3-8, and, if necessary, void additional checks.
    - If you have not fixed the problem or cannot fix the problem at this time, click **Cancel** to end the printing session and at a later time open **Print Check** again to print checks for the current authorization records marked Not Printed.
    - When you have finished making corrections and have printed your checks successfully, TaxWise will display the following Status message:

12. Click **OK**.

    TaxWise displays a Status message.

13. Click **OK** to transmit check information.

TaxWise immediately starts the communications session with the Electronic Filing Center to transmit the check print data file for this check printing session.

Once the check print data file transmission starts, either it will be successful or it can be canceled or interrupted.

One of the following occurs:

- If the transmission is successful, TaxWise displays a message in the bottom of the dialog box telling you that the transmission was successful and to close the dialog box.
- If the transmission is canceled or interrupted, TaxWise displays a message that indicates that it is saving the transmission file for a later transmission.

If the transmission file is saved for later, you cannot perform any check-related functions until you have successfully transmitted existing check print data in order to close the check printing session. The next time you click the **Bank** menu and click **Print Checks**, TaxWise prompts you to transmit the existing file.

After transmission, TaxWise displays the **TaxWise Print** dialog box.

14. Click **Print** to start printing the **Check/Fee Log**, **Print Preview** to preview the **Check/Fee Log**, or **Cancel** to quit without printing the **Check/Fee Log**.

The **Check/Fee Log** is a record of everything you sent to the CCH SFS EFC in this printing session. It should accurately reflect the check number and status of each check you used during the printing session, whether it was printed or voided. It consists of two reports: The **Check Usage Log** and the **Fee Information Log**. The **Check Usage Log** lists Check Number, SSN, Taxpayer Name, Check Amount, and Check Status for every check authorization record selected in the session. The **Fee Information Log** shows the Check Number, Primary SSN, Check Type, Refund Amount, Check Amount, Tax/RAL Prep(arer) Fees, and Other Fees (Bank and CCH SFS fee) for every check record.

If a check is marked **Printed** on the **Check/Fee Log** for any check printing session, but becomes unusable after the transmission is sent, you must use the **Reprint Checks** command on the **Bank** menu to print a replacement check.

Reprinting Checks

Reprint Checks allows you to reprint checks that are damaged after the printing session; that is, after you have transmitted the check print data to the CCH SFS EFC. For example, a check can be reprinted if coffee spills on it, or it was accidentally torn.

Reprint Checks can also be used to reprint checks that you did not realize were unusable until you had closed check printing.

If you are careful to look at your checks and void checks that print incorrectly, you will not have to use **Reprint Checks** often.

Requirements for Using Reprint Checks

You must have the original check in your possession, even if it has been damaged.

You must enter specific data from the original check, including:

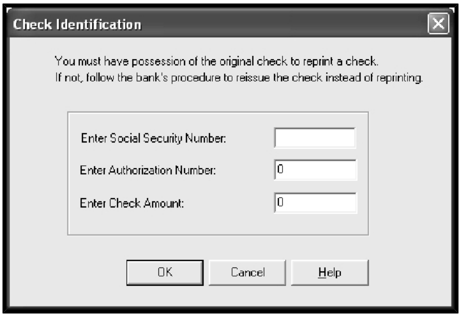
- Taxpayer SSN
- Bank Authorization Number
- Original check number
- Original check amount

If you have exceeded the number of reprints for a check, the time has expired during which you could reprint a check, or if the check has been lost, mislaid, stolen, destroyed or misappropriated, you must follow your bank's procedure for reissuing a check.

To reprint checks, use the following steps:

1. Click the **Bank** menu and click **Reprint Checks**.

TaxWise displays the **Check Identification** dialog box:

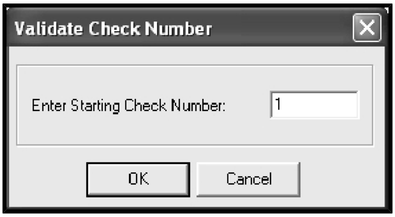


2. Enter the SSN, Authorization Number, and the Check Amount for the check to be reprinted (for information on locating the Bank Authorization Number see the end of this section).
3. Click **OK** to proceed.

   TaxWise displays the following confirmation box:

4. Load check stock in your printer according to the instructions in the above message box and click **Yes**.

   TaxWise displays the **Validate Check Number** dialog box:



5. Verify that the check number shown in the **Validate Check Number** dialog box matches the check number of the first actual check in your printer. If not, change the displayed check number.
6. Click **OK**.

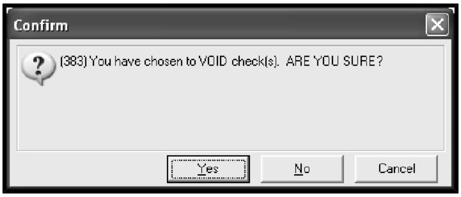
TaxWise displays the **Check Display** dialog box:

7. Verify the accuracy of the check number, name, SSN, and amount and do one of the following:
   - If everything is accurate, click **Print One Check**.
   - If there are errors, click **Cancel** to close the check print session, correct the error(s), and repeat steps 1-6

   TaxWise displays a Confirm box.

8. Again, verify the accuracy of the check that was printed, then do one of the following:
   - If everything is accurate and the check was printed correctly, click **Yes** and proceed to step 10.
   - If there are errors and you need to void and/or reprint this check, click **No**.

   TaxWise will display the following confirmation box:



9. Click Yes, void the check and repeat steps 7 and 8.

You are instructed to write the word VOID on the bad checks. Some banks require you to return voided checks to them and others require you to keep or destroy voided checks. Follow your bank's specific procedure. DO NOT attempt to reuse voided check stock. TaxWise will not allow you to use a check number that has been previously used.

10. After you've made any necessary corrections and have reprinted your check correctly, TaxWise will display a prompt asking you if wish to reprint another check.

You can reprint as many checks as you need to at this time by clicking Yes and repeating steps 2-10 until all necessary checks have been reprinted.

11. When you are finished reprinting checks, click **No**.

TaxWise will display the following message:

12. Click **OK**.

TaxWise will display a Status message stating check print data exists and is ready for transmission.

13. Click **OK** and transmit check data to complete this session.

Bank Authorization and Original Check Numbers

The bank authorization number is the number assigned to the check authorization record sent by the bank. The original check number is the number that TaxWise printed on the check. Both are found on the **Query Results** dialog box for the tax return.

To locate these two numbers, use the following steps:

1. Press the **Ctrl+Q** keys.

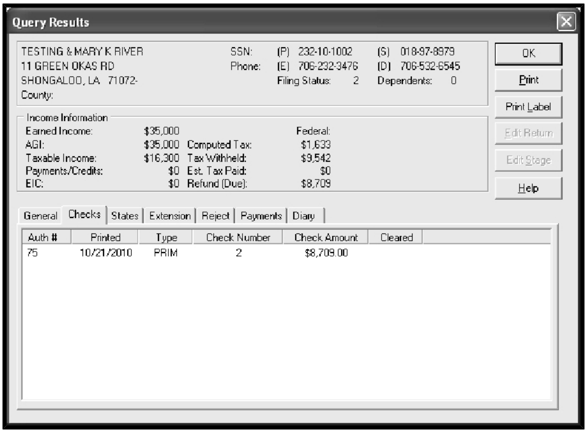
   TaxWise displays the **Search** dialog box

2. Enter the taxpayer’s SSN and click **Search**.

   TaxWise displays the **Query Results** dialog box.

3. Click the **Checks** tab.

TaxWise displays the **Checks** tab of the **Query Results** dialog box:



The Auth #, date printed, check number and check amount are displayed in the dialog box at the bottom.

Correcting Rejected Bank Applications

Occasionally the bank will require that certain information on a bank application be corrected before a bank product is approved. TaxWise notifies the customer in the acknowledgement that a bank product application has been rejected by the bank.

To correct the application, use the following steps:

1. Do one of the following:
   - Click the **Bank** menu, point to **Maintenance/Setup** and click **Fix Rejected Bank Apps**.
   - Click **Incomplete Tasks** on the home page and click **Bank Application Corrections Needed**.

Look at the top of the form that opens for a message telling you which information to correct.

2. Correct the required information.

TaxWise guides you through transmitting the new information to the EFC.

Updating RAL Applications

This feature is only available for Santa Barbara Tax Products Group customers.

This command on the **Bank** menu enables you to update addresses and phone numbers for approved bank product clients and transmit the information to the bank via the EFC.

The bank request that you update addresses and phone numbers even after the bank product has been issued. Providing updated information will assist the bank should there be a problem with the loan, and it might help lower your loan loss rate.

You cannot use this command to correct a rejected application. Click the **Bank** menu and click **Fix Rejected Bank Apps** for that purpose.

To update a RAL application, use the following steps:

1. Click the **Bank** menu, point to **Maintenance/Setup**, and click **Update RAL Applications**.

   TaxWise displays the **Enter Primary SSN** dialog box.

2. Enter the SSN of the client and click **OK**.

   TaxWise displays a message box, which indicates information currently included in the bank application file.

3. Enter the correct information and click **OK**.

   TaxWise displays a message box, prompting you to send the changes to the banks.

4. Click **Yes** to flag the record and make it available for transmission.

If you click **No**, TaxWise deletes the changes and sends nothing.

   TaxWise displays a message box, asking if you would like to choose another file to modify.

5. Do one of the following:

   - If you need to update additional applications, click **Yes** and repeat steps 2-4.
   - If not, click **No**.

Chapter

14

Working with Reports

TaxWise Individual Package includes more than 30 standard management reports. TaxWise Miscellaneous and Puerto Rico Packages include fewer reports.

You can customize each report by applying various filters and sort criteria. For example, you can specify that a report include only returns created before or after a certain date, or that a report include only returns created by a certain preparer.

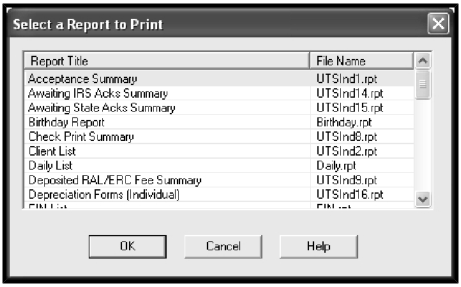
Using Management Reports

Running and Printing a Management Report

To run and print a report, use the following steps:

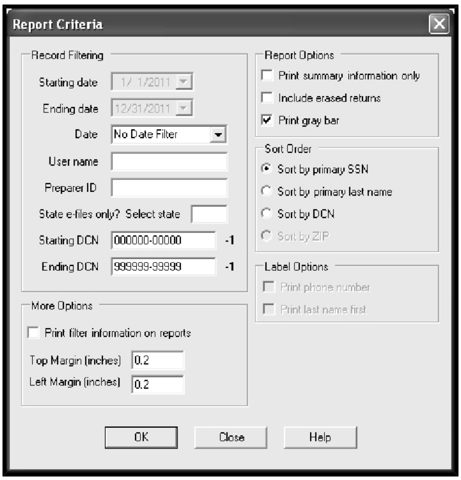
1. Click the **Reports** menu and click **Reports List**.

TaxWise displays the **Select a Report to Print** dialog box:



2. Select the report and click **OK**.

   TaxWise displays the **Report Criteria** dialog box:



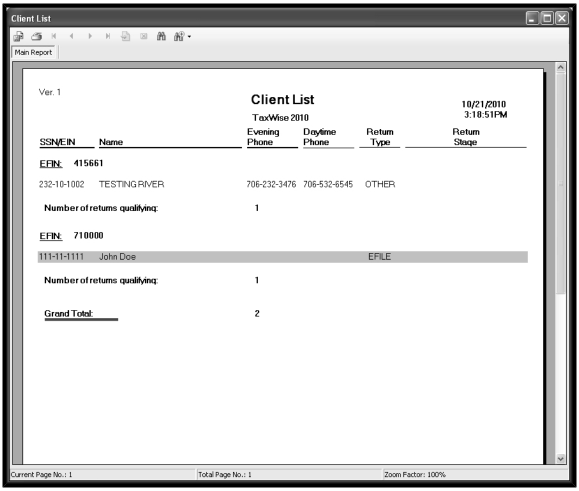
The following table describes the various criteria from which you can choose:

Option	Description
Starting date	The default starting date is January 1, 2011. Choose any other date you want by clicking the **Calendar** button or by typing the date in the starting date box.
Ending date	The default ending date is December 31, 2011. Choose any other date you want by clicking the **Calendar** button or by typing the date in the ending date box.
Date	The default date criteria used is **No Date Filter**; however, you can decide what type of date the starting date and ending date criteria will use. Click the date drop-down list and choose the date filter you want.
User name	Enter a specific user name to generate a report of returns in the subdirectory of this user only.
Preparer ID	Enter a Preparer ID to generate a report including only returns with this Preparer ID in the Preparer ID entry.

Option	Description
State e-files only? Select state	To include only returns with a specific state e-file attached, type the state abbreviation in this entry.
Starting DCN	The report includes information about all returns with this DCN or higher. The default starting DCN is 000000-00000. The first six digits are the EFIN and the last five numbers are the unique number generated by TaxWise.
Ending DCN	The report includes information about all returns with this DCN or lower. The default ending DCN is 999999-99999. To run a report for a specific EFIN, enter the desired EFIN in the Starting DCN and Ending DCN fields.
Print Summary Information only	Select **Print summary information only** if you want to see a summary of the report instead of a full report. A summary includes subtotals and totals but not a listing of all returns.
Include Erased Returns	Select **Include erased returns** if you want to include returns that have been erased using the delete function in **Return Explorer** even though you can delete a return from TaxWise, the client's record is never erased from the database.
Print Gray Bar	Select **Print gray bar** if you want TaxWise to add a gray bar to separate sections of the report to make reading easier.
Sort Order	The returns in each report can be sorted by primary SSN, primary last name, or DCN. If you choose primary last name, TaxWise sorts returns first by last name, then by SSN. That is, clients with the same last name will be sorted by SSN, not by first name.
Label Options	This applies to mailing labels only. When you select **Mailing labels** from the **Reports** menu, this option allows you to print phone numbers on the mailing labels.
More Options	Select **Print filter information on reports** to print information about the filter criteria selected on the report. Modify margins of mailing labels by typing specific measurements in each respective **Top/left Margin** box.

3. Enter the desired filter criteria and click **OK**.
4. Do one of the following:
    - If you want to print a paper copy of the report, click the **Print** button at the top of the screen:
    - If you want to export the report, click the **Export** button and choose the format you want to use:

TaxWise prints the report as you specified:



For a description of each report, see Management Reports in **TaxWise F1 Help** then select one of the report description links OR click the **Help** button on the **Select a Report to Print** dialog box.

Printing Mailing Labels

TaxWise provides two methods of printing mailing labels. One method, from the **Query Results** dialog box, was covered in the **Printing Tax Returns** chapter. The second method is covered here.

To print labels in TaxWise, use the following steps:

1. Click the **Reports** menu and click **Mailing Labels**.

   TaxWise displays the **Select a Report to Print** dialog box.

2. Select the label sheet layout that matches the labels you are using and click **OK**.

   TaxWise displays the **Report Criteria** dialog box.

3. Select the report criteria and click **OK**.

Increasing the top margin moves the text down. Increasing the left margin moves text to the right. If necessary, you can enter negative numbers.

If you accept the default report criteria, TaxWise prints labels for all the returns you have created, in order of primary SSN (or EIN if you are working in a business package).

Working with Non-Returning Clients

Printing the Non-Returning Client Log

The **Non-Returning Client Log** compiles a list of clients from the previous year for whom no current year returns exist. It creates this list by scanning the UTS09\Proforma subdirectory for prior year clients for whom you have not created a current year return.

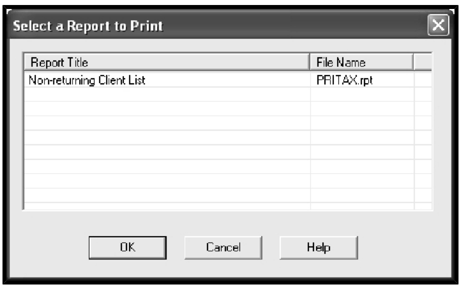
The **Non-Returning Client Log** must be run separately for each tax package. You must first run **Carry Forward Prior Year Data** from the **Tools** menu in order for the **Non-Returning Client Log** to work.

You should run **Carry Forward Prior Year Data** as soon as the TaxWise software is installed and not run it again or the **Non-returning Client Log** will be inaccurate.

To print the **Non-Returning Client Log**, use the following steps:

1. Click the **Reports** menu, point to **Non-Returning Clients**, and select **Non-Returning Client Log**.

   TaxWise displays the **Select A Report To Print** dialog box:



2. Select **Non-Returning Client List** and click **OK**.

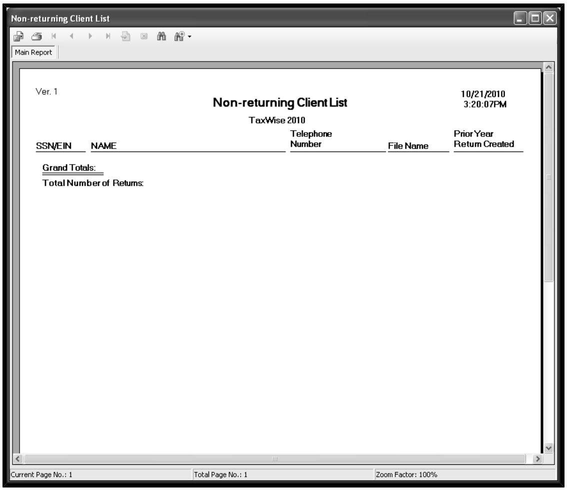
   TaxWise displays the **Report Criteria** dialog box.

3. Define your filter criteria and click **OK**.

Some options are unavailable because they do not apply. Click the **Help** button for more information.

4. Click **OK** to print the report to the screen.

TaxWise prints the list to the screen:



The columns are SSN/EIN, Name, Telephone Number, File Name, and Prior Year Return Created. The summary provides the total number of returns.

5. To print a paper copy, click the **Print** button at the top of the dialog box.

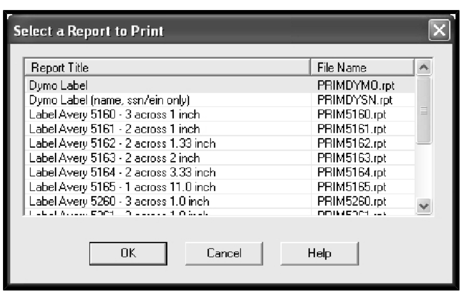
Printing Non-Returning Client Mailing Labels

This feature prints mailing labels for clients from the previous year for whom no current year returns exist. It creates this list by scanning the Proforma database for prior year clients for whom you have not created a current year return.

To print mailing labels for **Non-Returning Clients**, use the following steps:

1. Click the **Reports** menu, point to **Non-Returning Clients** and click **Non-Returning Client Mailing Labels**.

   TaxWise displays the **Select a Report to Print** dialog box:



2. Select the type of label you are using and click **OK**.

TaxWise displays the **Report Criteria** dialog box.

3. Define your filter criteria, click **OK**, and TaxWise opens the print preview window.

Chapter 15

Backing up and Restoring Returns

TaxWise allows you to make backup copies of one or more tax returns by using the Backup to Disk command.

Use this command to:

- Copy tax returns and related files to a removable disk or network drive for storage. You can simultaneously back up returns from multiple user names.
- Copy tax returns and related files to removable disk for transfer to a different computer.
- Copy the files needed for e-filing to removable disk so you can transmit the files electronically from a different computer.

The backup commands in TaxWise copy only tax returns and related files. We suggest that you establish a separate regular backup procedure for your entire hard drive or network drive. Contact a local computer technician for assistance.

Use the instructions in the following sections to perform the various types of backups.

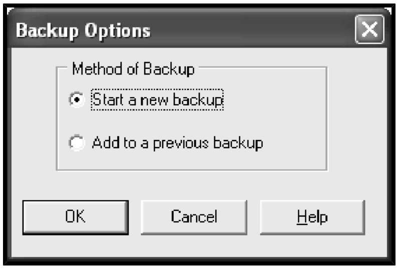
You must use the **Restore from Disk** command on the **Tools** menu to restore information from a backup file.

Starting a New Backup

To backup your returns, use the following steps:

1. Click the **Tools** menu and select **Backup to Disk**.

TaxWise displays the **Backup Options** dialog box:



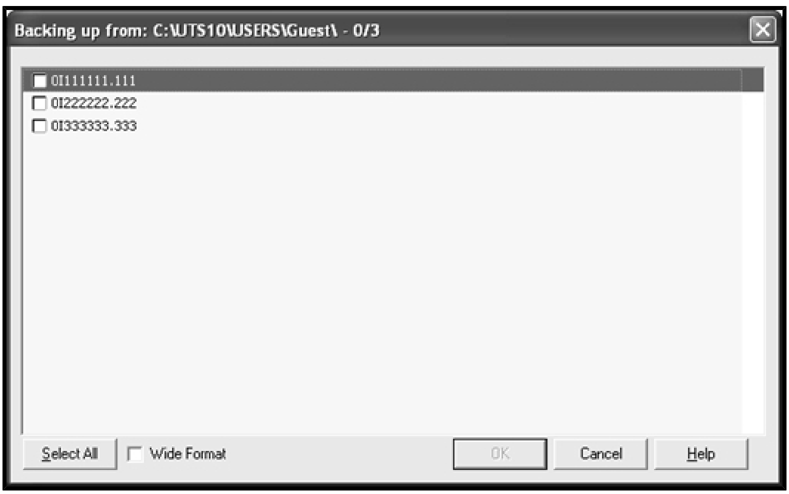
2. Select **Start a new backup** and click **OK**.

   TaxWise displays the **Select User** dialog box.

3. Select the user name(s) whose returns you want to back up and click **OK**.

To select multiple names, press and hold the **Ctrl** key and click the names.

TaxWise displays the **Backing up from...** dialog box:



The list displays the selected user's files consecutively.

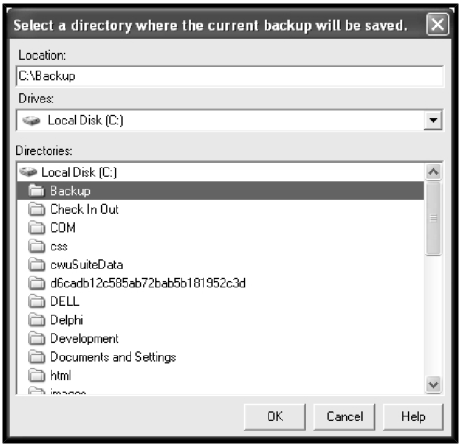
4. Select the return(s) you want to back up from the list by doing one of the following:

   - Click each individual file to be included in the backup and click **OK**.
   - To choose a list of sequential files, click the first one, press and hold the **Shift** key, and click the last one and click **OK**.
   - To choose a list of non-sequential files, click the first one, press and hold the **Ctrl** key, and click additional files and click **OK**.
   - Click the **Select All** button.

5. Click **OK**.

If you select multiple user names, repeat step 4. If this is the last user name, proceed to the next step.

TaxWise displays the **Select a directory** dialog box:



6. Select the drive and directory where you want the backup to be saved, and click **OK**.

You can type the complete path in the **Location** box or select a drive from the **Drives** box (click the arrow for a drop-down menu of drives on your system) and a directory from the **Directories** box.

During the backup process, TaxWise displays status messages in the bottom left corner of the TaxWise status bar.

TaxWise displays an **Information** dialog box:

7. Click **OK**.

If an earlier backup exists you will receive a **Confirm** dialog box telling you the files will be overwritten.

Adding to a Previous Backup

When you add to a previous backup, TaxWise copies the previous backup file to your hard drive, adds the new returns, and copies the new backup files containing previous AND new returns to the designated drive. The new backup file replaces the old backup file.

To add to a previous backup, use the following steps:

1. Click the **Tools** menu and click **Backup to Disk**.

   TaxWise displays the **Backup Options** dialog box.

2. Select **Add to previous backup** and click **OK**.

   TaxWise displays the **Select User** dialog box.

3. Select the user name(s) whose returns you want to back up and click **OK**.

To select multiple names, press and hold the **Ctrl** key and click the names.

4. Select the returns you want to back up from the list by doing one of the following:
   - Click each individual file to be included in the backup and click **OK**.
   - To choose a list of sequential files, click the first one, press and hold the **Shift** key, and click the last one and click **OK**.
   - To choose a list of non-sequential files, click the first one, press and hold the **Ctrl** key, and click additional files and click **OK**.
   - Click the **Select All** button.
5. Click **OK**.

If you select multiple user names, repeat step 4. If this is the last user name, proceed to the next step.

6. Select the drive and directory where you backed up your files previously, and click **OK**.

You can type the complete path in the **Location** box or select a drive from the **Drives** box (click the arrow for a drop-down menu of drives on your system) and a directory from the **Directories** box.

During the backup process, TaxWise displays status messages in the bottom left corner of the TaxWise status bar.

TaxWise displays the **Information** dialog box:

7. Click **OK**.

If an earlier backup exists you will receive a **Confirm** dialog box telling you the files will be overwritten.

Restoring Returns

A return restored from the backup will overwrite a return with the same name on your hard drive. Any changes made to a return since the last backup will be lost.

Use **Restore from Disk** to restore one or more files to your hard drive from a backup disk.

Make a note of the user name to which you are restoring returns so you can find the returns later when you need to edit them. To restore from a backup disk, use the following steps:

1. Click the **Tools** menu and select **Restore from Disk**.

   TaxWise displays the **Select a directory** dialog box.

TaxWise determines the type of restore procedure needed from the backup file(s) on the backup disk.

2. Select the drive and directory where the backup is located and click **OK**.

   TaxWise displays the **Select User Name(s)** dialog box.

3. Select the user name(s) whose returns you want to restore and click **OK**.

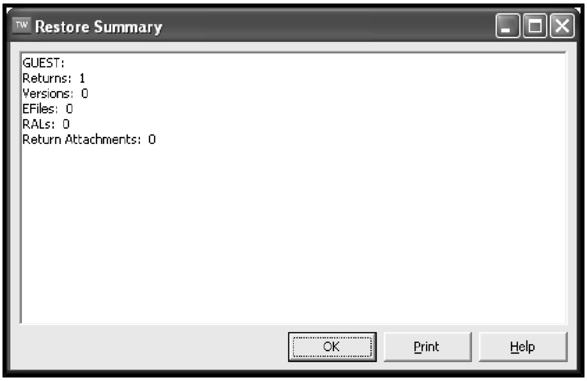
   TaxWise displays the **Restoring to:** dialog box.

If you select more than one user name, each user's list of returns appears consecutively.

4. Select the return(s) you want to restore from each user name and click **OK**.

A return must have a check mark beside it to be selected.

TaxWise displays the **Restore Summary** dialog box:



The **Restore Summary** dialog box shows you how many returns, e-files, RALs, etc were restored.

5. Click **OK**.

   TaxWise displays the **Information** dialog box:

6. Click **OK**.

Exporting and Importing EIN Database

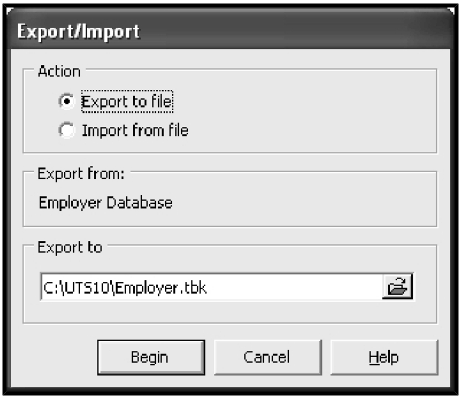
The **Export/Import EIN Database** feature is most beneficial to sites with non-networked computers. This allows you to keep a complete employer database for all non-networked machines in a central location, such as the transmitting computer.

Exporting the EIN Database

To export the EIN database, use the following steps:

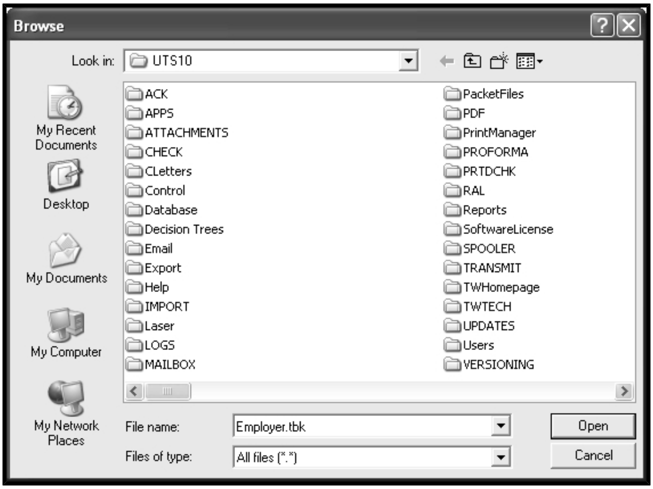
1. Insert a removable disk in the drive.
2. On the **Tools** menu, click **Export/Import EIN Database**.

TaxWise displays the **Export/Import** dialog box:



3. In the **Export to** box, click the **Browse**  button.

   TaxWise displays the **Browse** dialog box:



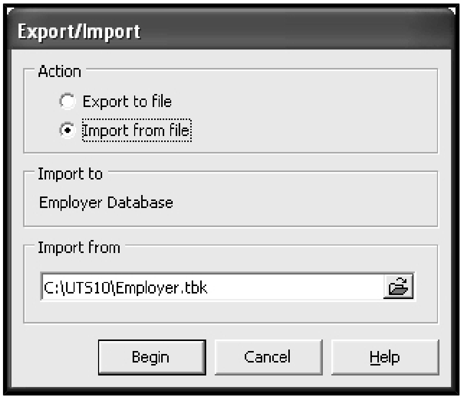
4. Navigate to the location to which you want to export the file and click **Open**.
5. Click **Begin**.
6. When the export is complete, take the removable media to the computer that needs the database.

Importing the EIN Database

To import the EIN database, use the following steps:

1. Insert the removable media into the drive.
2. On the **Tools** menu, click **Export/Import EIN Database**.

TaxWise displays the **Export/Import** dialog box:

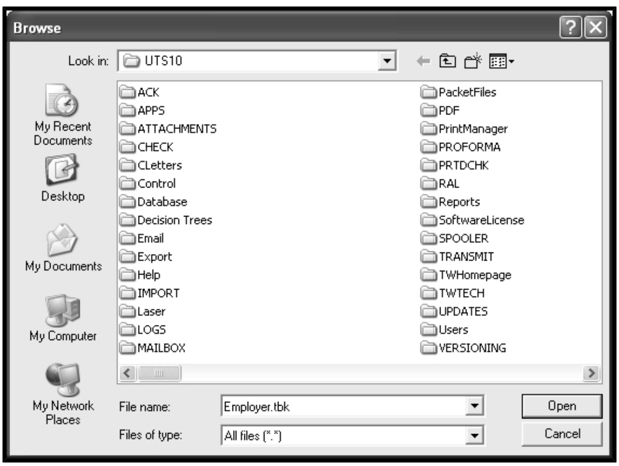


3. Select **Import from file**.

   The **Export to** box changes to **Import from**.

4. In the **Import** from box, click the **Browse**  button.

   TaxWise displays the **Browse** window:



5. Navigate to the location to which you exported your database and click **Open**.
6. Click **Begin**.

TaxWise saves the EIN database to the UTS10\Database directory.

Chapter 16

Sending Mail With TaxWise

TaxWise gives you the ability to communicate with SFS Support without having to launch another email program, thereby streamlining the process of getting the vital information you need to move on with completing returns and increasing the productivity of your business.

Introducing Mail

You can use **Send Mail to SFS Support** or **Send Client to Client Mail** to create an electronic mail message for the SFS Customer Support staff or another site that corresponds with or transmits returns to the CCH SFS Electronic Filing Center.

Client to Client Mail goes to the CCH SFS Electronic Filing Center.

Sending Mail to SFS Support

To send a message to SFS Support, use the following steps:

1. Do one of the following:
    - Click the **Communication** link on the left side of the home page and click **Send Mail to SFS Support**.
    - Click the **Communications** menu and click **Send Mail to SFS Support**.

TaxWise opens a separate browser window and displays the following:

2. Enter your email address, subject of the message and body of the message.
3. To attach a file to the mail message, click the **Browse** button.

   TaxWise displays the **Choose File** window:

4. Browse to the location of the file you wish to attach and click **Open**.

   TaxWise attaches the file to the mail message as shown below:

Only one file can be attached per mail message. If you need to attach multiple files, they must be zipped into one.

5. Click **Send**.

You will receive a response from SFS Support to the email address you provided when sending the mail message.

Sending Client to Client Mail

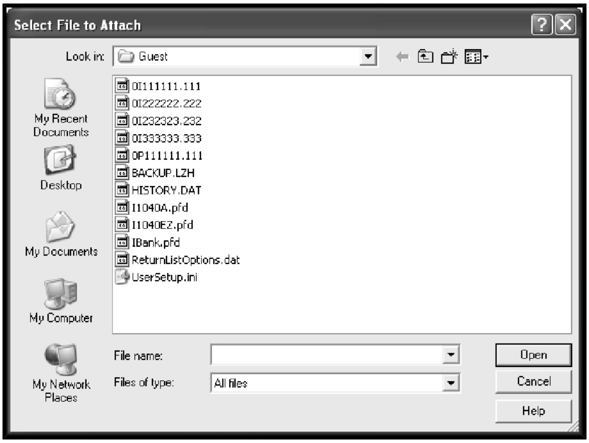
To send **Client to Client Mail**:

1. Do one of the following:
   - Click the **Communication** link on the left side of the home page and click **Send Client to Client Mail**.
   - Click the **Communications** menu and click **Send Client to Client Mail**.

TaxWise opens the **Compose/Send Message** window:

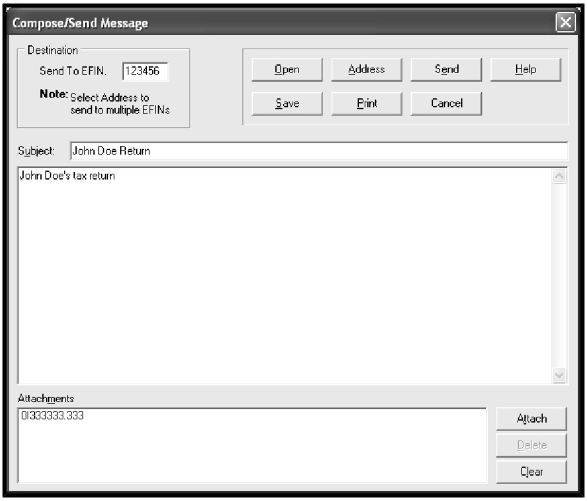
2. Enter the EFIN to which you wish to send the message, subject of the message and body of the message.
3. To attach a file(s) to the mail message, click the **Attach** button.

   TaxWise displays the **Select File to Attach** window:



4. Highlight the file you wish to attach and click **Open**.

TaxWise attaches the file to the mail message as shown below:



Options:

- **Open** – Select **Open** to retrieve a previously saved message to resend or send to a different recipient.
- **Save** – Press **Alt+S** or click **Save** to save the message and the addressee(s). You must give each message a unique name. You must save the message in order to later retrieve it for reading, editing, and/or sending to another addressee.
- **Address** – Press **Alt+A** or click the **Address** button to enter additional EFINs to which to send the message. Type each additional EFIN in the **Enter Additional Addresses** box.
  - As you type, the program creates a list of the EFINs. To delete an EFIN from the list, point to it and click to select it, and click **Delete**.
  - After creating the list, click **OK.**
  - The word **MULTI** will appear in the EFIN box, indicating that you are sending this message to multiple EFINs.
- **Send** – Select **Send** to connect to the CCH SFS Electronic Filing Center and send the message.
- **Print** – Select **Print** to print the message. TaxWise will send the message to the print device you have designated in **Printer Setup**.
- **Cancel** – Select **Cancel** to close without sending a message. If you have created and saved a message before canceling, the message is saved.
- **Attach** – Select **Attach** to attach a tax return or other file to the message.

Saving a Message

To save a message for future use after the message has been created, use the following steps:

1. Start and enter the subject and text for the message as you normally would.
2. Click **Save**.

   TaxWise displays the **File Name** dialog box:

3. Enter a unique name for the message in the **Enter File Name** box.

In a valid file name, you cannot use spaces, asterisks, or question marks. The characters can be numbers, letters, hyphens (-), underscores (_), tildes (~), exclamation points (!), pound signs (#), percent signs (%), and ampersands (&).

4. Click **OK**.

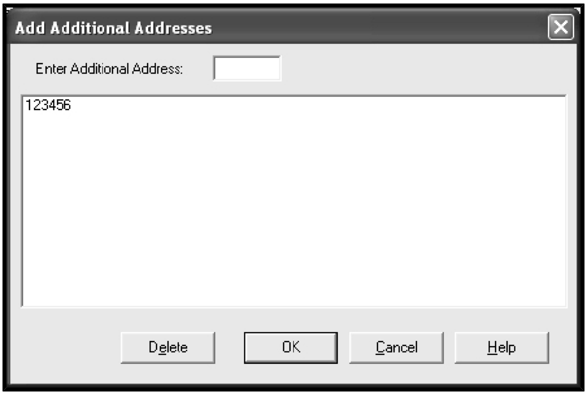
TaxWise saves your message.

Addressing a Message to Multiple EFINs

To send mail to more than one EFIN, use the following steps:

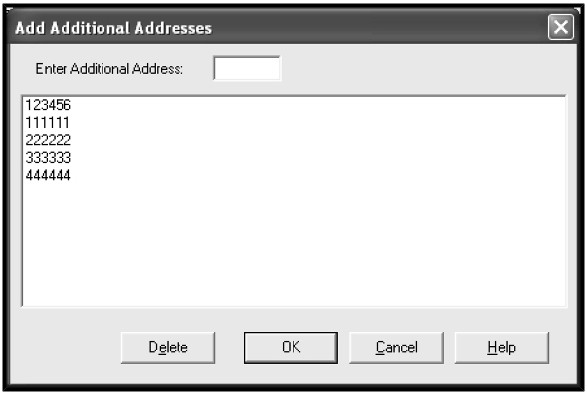
1. Start and enter the subject and text for the message as you normally would.
2. Click the **Address** button.

   TaxWise displays the **Add Additional Addresses** dialog box:



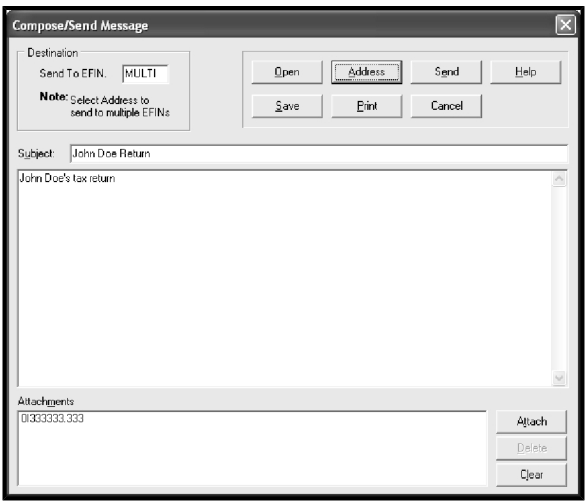
3. Enter the EFINs in the **Enter Additional Addresses** box.

It is not necessary to press the enter key as you enter multiple EFINs. TaxWise adds them to the list automatically after you type the sixth character, as illustrated below:



4. When you finish entering EFINs, click **OK**.

   TaxWise returns you to the **Compose/Send Message** dialog box and displays MULTI in the **Send To EFIN** box:



5. Click Send.

TaxWise sends the message.

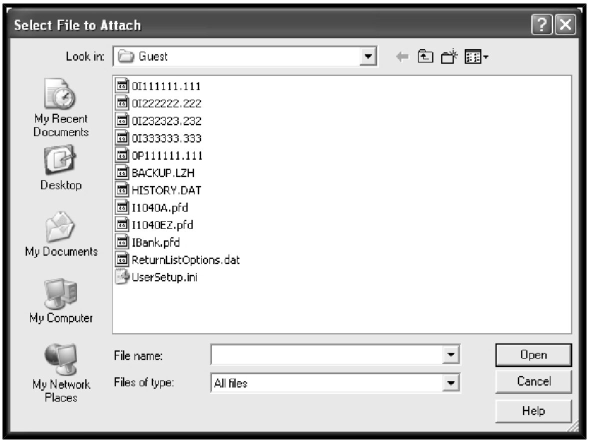
TaxWise prints the list of EFINs on the e-mail once it is processed.

Attaching a File to a Message

To attach a file or files to a message, use the following steps:

1. Start and enter the subject and text for the message as you normally would.
2. Click the **Attach** button.

   TaxWise displays the **Select File to Attach** dialog box and defaults to open in the user name you are currently in:

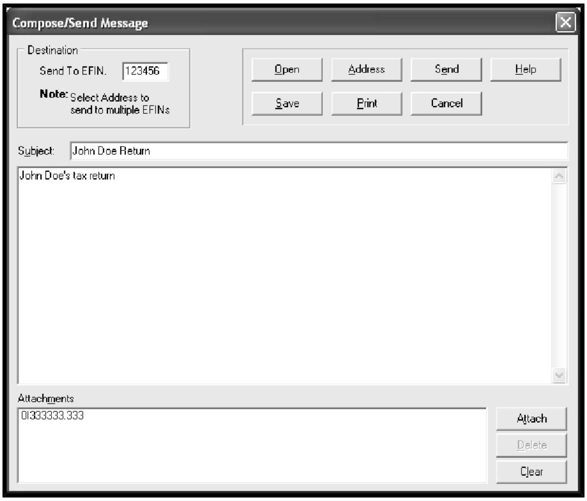


3. Select the files you want to attach by doing one of the following:
   - Click an individual file.
   - To choose a list of consecutive files, click the first one, press and hold the **Shift** key, and click the last one.
   - To choose a list of non-consecutive files, click the first one, press and hold the **Ctrl** key, and click additional files.

To attach a file not in the subdirectory of the active user name, navigate to the user name that you want.

4. Click **Open**.

TaxWise attaches the file(s) to your message:



5. Click **Send**.

TaxWise sends your message and a copy of the file(s) you attached.

Moving a Return Sent by Another EFIN

TaxWise automatically puts returns sent by another EFIN into the Guest user name. To move the returns from the Guest user name to a created user name, use the following steps:

1. Log in as the **Admin** user.
2. On the **Tools** menu, click **Utilities/Setup Options**.

   TaxWise displays the **Utility**.

3. On the **File** menu, click **Return Explorer**.

   TaxWise displays **Return Explorer**.

4. Double-click **USERS** and click **GUEST**.

   TaxWise displays the returns that are stored in the Guest user name in the **File name/Package** column.

5. Select the returns you want to move.
6. In the **Action:** drop-down box, select **Move Files to Another Location**.
7. In the **Move to:** drop-down box, select the user to which you want to move the returns.
8. Click **Move**.

You must start a new return with the SSN/EIN before the returns will be available in the user name to which you moved them.

Opening a Previously Saved Message

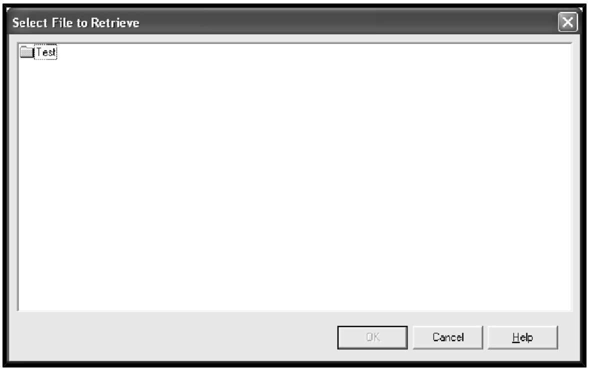
To open a previously saved message, use the following steps:

1. Do one of the following:
   - Click the **Communication** link on the left side of the home page and click **Send Client to Client Mail**.
   - Click the **Communications** menu and click **Send Client to Client Mail**.

TaxWise displays the **Compose/Send Message** dialog box.

2. Click the **Open** button.

   TaxWise displays the **Select File to Retrieve** dialog box:




For a message to be available in the **Select File to Retrieve** dialog box it must first be saved. Click the message you want to open and click **OK**.

   TaxWise displays the message in the **Compose/Send Message** dialog box.

3. Edit the message as necessary.
4. Add addressees as necessary.
5. Click **Send**.

Printing a Message

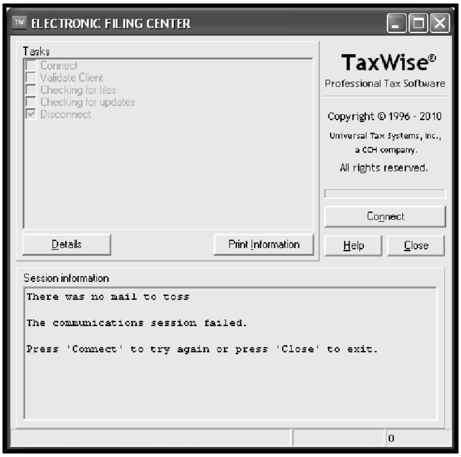
To print a message, create the message as you normally would, and click the **Print** button. TaxWise sends the message to the default print device you selected in **Printer Setup**.

Getting Acks, Mail and Updates

To get Mail, use the following steps:

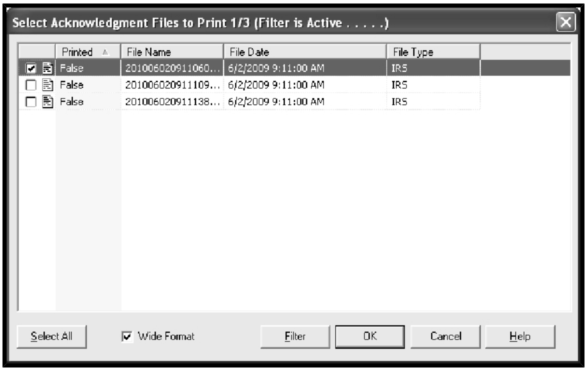
1. Do one of the following:
   - Click the **Communication** link on the left side of the home page and click **Get Acks, Mail and Updates**.
   - Click the **Communications** menu and click **Get Acks, Mail and Updates**.

   TaxWise displays the **ELECTRONIC FILING CENTER** dialog box:



2. When **Disconnect** changes to **Connect**, scroll to the bottom of the Session Information to see the results.
3. Click **Close**.
4. If there is any unprocessed email from the EFC, TaxWise will display the following message:

To view your email, click the **Reports** menu and select **Acknowledgements**. In the **Select Acknowledgement Files to Print** dialog box, select the check box next to any unprocessed EMAIL files and click **OK** to view them (unprocessed email files can be distinguished by noting that the file info in the **Printed** column will be False and the file info in the **File Type** column will be EMAIL as shown below).


Select Acknowledgment Files to Print 1/3 (Filter is Active . . . . .)
Printed
File Name
File Date
File Type
False
201006020911060...
6/2/2009 9:11:00 AM
IRS
False
201006020911109...
6/2/2009 9:11:00 AM
IRS
False
201006020911138...
6/2/2009 9:11:00 AM
IRS
Select All
Wide Format
Filter
OK
Cancel
Help

Chapter

17

Importing Return Data

*The **Import Return Data** feature enables you to import pertinent data from Client Write-Up, Fixed Asset Manager and Scan&Fill into an open tax return which will make preparing tax returns for your clients easier, faster, and more accurate than ever before. In Client Write-Up, you can assign specific accounts/balances to tax lines within the return. Once you have entered you asset information in Fixed Asset Manager, you are able to import that into TaxWise and your asset worksheets will be created automatically. Client Documents and return data such as W-2s and 1099s can also be imported from your TaxWise Scan&Fill software.*

Client Write-Up Export and Import Procedures

Assigning Tax Lines in Client Write-Up

1. Open the desired client in Client Write-Up.
2. Click the **Activities** menu and select **Tax Export**.

   Client Write-Up displays the **General Ledger Tax Interface** dialog box.

3. Confirm the **Client Entity** for that client (Individual, Corporation, Partnership, Trust, Nonprofit).
4. Select TaxWise as the **Tax Interface**, then select the **Tax Year**.
5. Click **Continue**.

Client Write-Up displays the **Assign Tax Lines to General Ledger Accounts** dialog box.

6. Drag and drop the tax line assignments from the **Select List** to the appropriate general ledger account in the **Destination List**.
7. Click **Export** (Client Write-Up selects the appropriate folder to export to).
8. Click **OK**.

Importing Accounting Data

Once you have assigned tax lines in Client Write-up, use the following steps to import the accounting data into TaxWise:

1. Open TaxWise 2010.
2. Start a return for the client.
3. With the return open, click the **File** menu, point to **Import**, and select **Import Return Data**.

TaxWise loads the data you imported from Client Write-Up into the open return.

TaxWise Scan&Fill Export and Import Procedures

Exporting from TaxWise Scan&Fill

Any scanned documents must be moved to the **Active Clients** directory before being exported to your TaxWise software. Make sure that the document is accurate and necessary editing corrections have been made before you export the files. Also, before you export any scanned files to TaxWise, be sure that you have first set up your **Export Directory** in the TaxWise Scan&Fill Settings (under the **Tools** menu).

1. Click the top-level folder for the client whose data you wish to export.

You must be on the top-level folder before the **Export** option is available. If you are on a folder below the top-level, you will not have the option to export. The option will be grayed out.

2. Do one of the following:
   - Click the **File** menu, and select **Export to TaxWise**.
   - Click the **Export** icon on the taskbar.
   - Press **Ctrl+J**.

   TaxWise Scan&Fill displays the **Export** dialog box.

3. Select the correct tax year from the **Tax Year** drop-down list.
4. Click **Browse** to select the correct export directory (UTS10/Import).
5. Once the directory is selected, click **OK**.
6. Click **Export**.

Importing TaxWise Scan&Fill Data

To import scanned documents into TaxWise, use the following steps:

1. Open TaxWise.
2. Create a return for the client whose data you wish to import.
3. With the return open, click the **File** menu, point to **Import** and select **Import Return Data**.

TaxWise loads the data you imported from Scan&Fill into the open return.

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